



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

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

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: DAN KAPLAN, DEPUTY DIRECTOR ADMINISTRATION AND FINANCE
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: MAY 27, 2021

SUBJECT: GRANT RENEWAL: **MULTIPLE PROVIDERS** (see table below) FOR PROVISION OF HOMELESS EMPLOYMENT SERVICES

DS
JG

GRANT TERM: 7/01/2021 – 6/30/2022

GRANT AMOUNTS See Table Below

<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$574,320		\$451,254	\$102,557	\$1,128,128
PERCENTAGE:	56%		44%		100%



London Breed
Mayor

Trent Rhorer
Executive Director

The Department of Benefits and Family Support requests authorization to renew the employment services to formerly and currently at-risk homeless individual grants with the agencies below for the period of July 1, 2021 to June 30, 2022 in an amount of \$1,025,571 plus a 10% contingency for a total amount not to exceed \$1,128,128. The purpose of these grants is to provide employment preparation, vocational training and job placement to individuals who have experienced or currently face the risk of homelessness, towards the goal of placing them in permanent, unsubsidized employment.

<u>GRANTEE</u>	<u>7/1/20- 6/30/21 (previous)</u>	<u>7/1/21- 6/30/22</u>	<u>Contingency</u>	<u>Total Not To Exceed</u>
Arriba Juntos	\$279,470	\$270,180	\$27,018	\$297,198
Community Housing Partnership	\$360,706	\$350,200	\$35,020	\$385,220
Episcopal Community Services	\$256,287	\$256,287	\$25,629	\$281,916
Goodwill Industries	\$156,371	\$148,904	\$14,890	\$163,794
Total	\$1,052,834	\$1,025,571	\$102,557	\$1,128,128

Background

For over 10 years, the Department administered several Employment and Training programs for homeless individuals that were funded by the U.S. Dept. of Housing and Urban Development (HUD). When HUD funding was discontinued in 2016, the Department received an allocation of County General funds from the Board of Supervisors to maintain the provision of homeless employment services. Following the elimination of HUD funding restrictions in 2016, HSA expanded the target population served by the existing contractors, which was then limited to individuals meeting the HUD definition of homelessness, to include formerly homeless clients residing in City-funded permanent supportive housing.

These grants reflect an effort to strategically target available funding to those homeless clients best positioned to benefit, to coordinate and align with other services funded through the City's broader workforce system, to address the current high-priority need to create employment opportunities for CalFresh recipients, and to encourage best practices identified in the research literature. Grantees all provide direct training and job placement services, and all take a sector-based approach to placing individuals in employment. Programs are designed to engage participants in activities for at least 80 hours per month and move them to employment within six to eight months.

Services to be Provided

Grantees will provide recruitment, assessment and benefits linkage, eligibility certification, job readiness preparation, vocational training, and job placement and retention to currently at-risk and formerly homeless CalFresh recipients who reside in San Francisco. Seven sector-based training programs will be offered to eligible participants. Arriba Juntos will offer vocational training in automated office skills, nursing assistant, and homecare; Community Housing Partnership in property management; Episcopal Community Services in culinary arts and hospitality; and Goodwill in retail as a career. 400 participants will be assisted through these programs annually.

Selection

Grantees were selected through Request for Proposals #770, which was competitively bid in October 2017.

Funding

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

ATTACHMENTS

Arriba Juntos - Appendix A – Services to be Provided

Arriba Juntos - Appendix B – Budget

Community Housing Partnership- Appendix A – Services to be Provided

Community Housing Partnership -Appendix B – Budget

Episcopal Community Services of SF, Inc - Appendix A – Services to be Provided

Episcopal Community Services of SF, Inc -Appendix B – Budget

Goodwill Industries of San Francisco, San Mateo and Marin- Appendix A – Services to be Provided

Goodwill Industries of San Francisco, San Mateo and Marin-Appendix B – Budget

Appendix A
Scope of Services to be Provided
Arriba Juntos
Employment Services for Currently At-Risk and Formerly Homeless Individuals
July 1, 2021 through June 30, 2022

I. Purpose of Grant

The purpose of this grant is to increase the employability of formerly homeless and currently at-risk individuals who are best positioned to move to employment within a 6-8-month period, and place them in jobs so that they may avoid homelessness and maintain housing.

II. Definitions

CAAP	County Adult Assistance Program
CalFresh	The California version of the Federal Supplemental Nutrition Assistance Program, formerly known as Food Stamps
CBO	Community Based Organization
Currently at-risk	Individuals who are currently housed but at-risk of homelessness, as evidenced by having one or more of the following risk factors: history of homelessness within the past 5 years, history of eviction within the past 5 years, currently in possession of an eviction notice, currently in arrears on rent payments, and/or housing costs in excess of 70% of income
Formerly homeless	Individuals who have past experience of homelessness but are now off the street and living in City-funded permanent supportive housing, transitional housing, long-term shelter, public housing or other City-subsidized housing
Grantee	Arriba Juntos
HSA	San Francisco Human Services Agency
HSH	Department of Homelessness and Supportive Housing
Job placement	Participant placement in permanent unsubsidized employment for a minimum of 12 hours of employment in a 40-hour pay period
JobsNOW	Human Services Agency's Subsidized Employment Program

Launchpad A client tracking system used by HSA

OEWD Office of Economic and Workforce Development

III. Target Population

The target population is currently at-risk and formerly homeless San Franciscans (as defined in Section II. Definitions) whose income is within 300% of the Federal Poverty Level.

IV. Description of Services

Grantee shall provide job readiness services and vocational training to currently at-risk and formerly homeless individuals. Services include:

A. Participant Recruitment, Assessment and Benefits Linkage:

1. Accept referrals of eligible participants (as defined in Section III. Target Population) from HSA, HSH, City-funded shelters, transitional housing, rapid rehousing and permanent supportive housing providers, as well as CBO partners. Grantee may also directly recruit eligible participants from within their existing client base.
2. Grantee will assist individuals in applying for CalFresh. HSA can provide training on how to assist individuals to apply online using My Benefits CalWIN or GetCalfresh.org.
3. Conduct an objective assessment of each participant to determine the employment-related capabilities, needs, interests, and potential of certified applicants. The individual assessment will be located in each participant's file.
4. Develop an individual service plan based on a thorough assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to separately funded public benefits, barrier remediation and support services as necessary. Note: CAAP and CalFresh linkages in particular can help participants access other employment services and sources of income to support them while in training and job search.

B. Enrollment:

1. Engage participants in program activities for 20 or more hours per week, or at least 80 hours per month.
2. Grantee will be given credit for an enrollment once appropriate documentation has been placed in each participant's file and complete information for the enrollee has been submitted to HSA.
3. Currently at-risk or formerly homeless documentation: All participants must be currently at-risk or formerly homeless as defined in Section II. For formerly homeless, documentation will be (i) the personal statement of previous homelessness and (ii) a copy of a letter or contract from the Supportive Housing residence, shelter, transitional housing program or rental subsidy or other housing provider. For currently at-risk, documentation will be a personal statement of former homelessness, eviction history/threat or excessive housing cost burden.

C. Job Readiness Preparation:

Provide job readiness preparation to include work/education history, resume, master application, on-line job search, and interviewing skills.

D. Vocational Training:

1. Provide vocational training that helps participants obtain in-demand job skills that are marketable to employers from local/regional industries in need of workers:
 - Automated Office Skills Training – 400 hours over 10 weeks
 - Nursing Assistant Training – 178 hours over 8 weeks
 - Homecare Training – 138 hours over 4 weeks
2. Participants will be considered to have successfully completed the training program when they have completed the training program as listed herein with a satisfactory evaluation, obtained a certificate of completion and this information has been reported to HSA.

E. Job Placement and Job Retention:

1. Develop relationships with employers to identify job placement opportunities in high-demand sectors.
2. Develop in-house knowledge of the range of barrier remediation, job readiness, and supportive services already available to program participants in the City of San Francisco, including CAAP, JobsNOW, OEWD-funded services, and services attached to permanent supportive housing. HSA can help to facilitate information sharing between City-funded service providers and Grantee.
3. Develop marketing, outreach, and recruitment materials targeting potential participating employers.
4. Develop a variety of employment opportunities to accommodate participants' skills, interests, and abilities.
5. Match participants with employment opportunities and coach them through the job search process.
6. Refer participants to JobsNOW as appropriate. Grantee must ensure that the participant has work documentation and an updated resume before a referral is made.
7. Provide training and support to employers and participants to ensure job retention after placement.
8. Mediate any disputes between employers and participants, assisting the participant to find another job if resolution cannot be reached.
9. Grantee will be given credit for placement when a participant has entered into permanent unsubsidized employment as defined in Section II. Grantee will have 90 days after the completion date to place participants.

Grantee may request an extension from HSA for placing participants. Extension request must be done at the end of the initial 90-day period for each individual for whom extension is requested with justification as to why employment is likely. The request must clearly state the end date for the extension for each person.

For Grantee to receive placement credit, participants must be placed in a suitable permanent job, and Grantee will provide HSA with complete employment information, including employer name, job title, job start date, hourly wage, hours per week, and employment benefit information within 30 days of employment start date. Job placements must be documented

either through a copy of the participant's paystub or letter from employer indicating start date, job position title, hourly wage, and number of hours per week or month of work.

10. For each participant placed in employment, Grantee will document job retention status at 90 days post-placement.

F. Information and Referral

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 at 1850 Mission Street, San Francisco, CA from Monday – Friday 8:30 am to 5:00 pm.

VI. Grantee Responsibilities

- A. Document the program eligibility of each participant enrolled in services.
- B. Maintain accurate and timely tracking systems with the ability to perform routine and ad hoc reporting on enrollment, progress, and outcomes.
- C. Document participant attendance through timesheets, which are signed by the participant and the instructor. The instructor will contact the case manager when the participant is late or absent.

VII. Service Objectives

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

- A. Enroll at least 65 unduplicated participants in job readiness and/or job training services.
- B. Ensure that at least 75% of program participants complete an annual Satisfaction Survey.

VIII. Outcome Objectives

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

- A. At least 70% of those enrolled in services will complete vocational training.
- B. At least 75% of those who complete vocational training will be placed in unsubsidized employment of 20 or more hours per week.
- C. At least 60% of those placed in employment will retain the job a minimum of 90 days.
- D. At least 80% of program participants completing a Satisfaction Survey will report that the program helped remove specified barriers to their employment prospects.
- E. At least 80% of program participants completing a Satisfaction Survey will report that the program helped them acquire specified skills, knowledge, and/or certifications that are useful towards finding a job.

IX. Reporting Requirements

- A. Submit daily attendance in Launchpad. All attendance records must be entered no later than the 3rd of the month following the calendar month report period. Additional attendance reports may be required by HSA.
- B. Monthly Statistics Reports. Grantee will ensure that Launchpad data is accurate and timely for all program components. Reports will be generated directly from Launchpad by the 10th of the following month.

1. Reports shall contain the following data.
 - a. number of enrollments
 - b. number of those who complete vocational training
 - c. number of those who are placed in employment
 - d. number of those who retained job for 90 days
 2. Supporting documentation for the numbers presented in the reports must be maintained by Grantee and must be available for auditing by HSA.
- C. Provide an annual participant satisfaction survey report to HSA by March 15 each grant year.
- D. Submit into CARBON an Annual Report summarizing the contract activities, referencing the tasks as described in Section VII & VIII – Service and Outcome Objectives.
- E. Collect SOGI data and enter data results twice per year in CARBON.
- F. Develop and deliver ad hoc reports as requested by HSA.

For assistance with reporting requirements or submission of reports, contact:

Jiro Arase, Community Services Specialist, E307
Welfare-to-Work Services Division
Jiro.Arase@sfgov.org
Phone: (415) 557-6258

or

Leslie Lau, Contracts Manager, GB11
Office of Contract Management
leslie.lau1@sfgov.org
Phone: (415) 355-3697

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of participant 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 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 and match documentation. 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
Scope of Services to be Provided
Community Housing Partnership
Employment Services for Currently At-Risk and Formerly Homeless Individuals
July 1, 2021 through June 30, 2022

I. Purpose of Grant

The purpose of this grant is to increase the employability of formerly homeless and currently at-risk individuals who are best positioned to move to employment within a 6-8-month period, and place them in jobs so that they may avoid homelessness and maintain housing.

II. Definitions

CAAP	County Adult Assistance Program
CalFresh	The California version of the Federal Supplemental Nutrition Assistance Program, formerly known as Food Stamps
CBO	Community Based Organization
Currently at-risk	Individuals who are currently housed but at-risk of homelessness, as evidenced by having one or more of the following risk factors: history of homelessness within the past 5 years, history of eviction within the past 5 years, currently in possession of an eviction notice, currently in arrears on rent payments, and/or housing costs in excess of 70% of income
Formerly homeless	Individuals who have past experience of homelessness but are now off the street and living in City-funded permanent supportive housing, transitional housing, long-term shelter, public housing or other City-subsidized housing
Grantee	Community Housing Partnership
HSA	San Francisco Human Services Agency
HSB	Department of Homelessness and Supportive Housing
Job placement	Participant placement in permanent unsubsidized employment for a minimum of 12 hours of employment in a 40 hour pay period.
JobsNOW	Human Services Agency's Subsidized Employment Program

Launchpad A client tracking system used by HSA

OEWD Office of Economic and Workforce Development

III. Target Population

The target population is currently at-risk and formerly homeless San Franciscans (as defined in Section II. Definitions) whose income is within 300% of the Federal Poverty Level.

IV. Description of Services

Grantee shall provide job readiness services and vocational training to currently at-risk and formerly homeless individuals during a full year. Services include:

A. Participant Recruitment, Assessment and Benefits Linkage:

1. Accept referrals of eligible participants (as defined in Section III. Target Population) from HSA, HSH, City-funded shelters, transitional housing, rapid rehousing and permanent supportive housing providers, as well as CBO partners. Grantee may also directly recruit eligible participants from within their existing client base.
2. Grantee will assist individuals in applying for CalFresh. HSA can provide training on how to assist individuals to apply online using My Benefits CalWIN or GetCalfresh.org.
3. Conduct an objective assessment of each participant to determine the employment-related capabilities, needs, interests, and potential of certified applicants. The individual assessment will be located in each participant's file.
4. Develop an individual service plan based on a thorough assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to separately funded public benefits, barrier remediation and support services as necessary. Note: CAAP and CalFresh linkages in particular can help participants access other employment services and sources of income to support them while in training and job search.

B. Enrollment:

1. Engage participants in program activities for 20 or more hours per week, or at least 80 hours per month.
2. Grantee will be given credit for an enrollment once appropriate documentation has been placed in each participant's file and complete information for the enrollee has been submitted to HSA.
3. Currently at-risk or formerly homeless documentation: All participants must be currently at-risk or formerly homeless as defined in Section II. For formerly homeless, documentation will be (i) the personal statement of previous homelessness and (ii) a copy of a letter or contract from the Supportive Housing residence, shelter, transitional housing program or rental subsidy or other housing provider. For currently at-risk, documentation will be a personal statement of former homelessness, eviction history/threat or excessive housing cost burden.

C. Job Readiness Preparation:

Provide job readiness preparation to include work/education history, resume, master application, on-line job search, and interviewing skills.

D. Vocational Training:

1. Provide vocational training on desk clerking through the Desk Ready program. Participants will receive two weeks of virtual training and in-person instruction in hard and soft skills and work-related problem-solving.
2. Participants will be considered to have successfully completed the training program when they have completed the training program as listed herein with a satisfactory evaluation, obtained a certificate of completion and this information has been reported to HSA.

E. Job Placement and Job Retention:

1. Develop relationships with employers to identify job placement opportunities in high-demand sectors.
2. Develop in-house knowledge of the range of barrier remediation, job readiness, and supportive services already available to program participants in the City of San Francisco, including CAAP, JobsNOW, OEWD-funded services, and services attached to permanent supportive housing. HSA can help to facilitate information sharing between City-funded service providers and Grantee.
3. Develop marketing, outreach, and recruitment materials targeting potential participating employers.
4. Develop a variety of employment opportunities to accommodate participants' skills, interests, and abilities.
5. Match participants with employment opportunities and coach them through the job search process.
6. Refer participants to JobsNOW as appropriate. Grantee must ensure that the participant has work documentation and an updated resume before a referral is made.
7. Provide training and support to employers and participants to ensure job retention after placement.
8. Mediate any disputes between employers and participants, assisting the participant to find another job if resolution cannot be reached.
9. Grantee will be given credit for placement when a participant has entered into permanent unsubsidized employment as defined in Section II. Grantee will have 90 days after the completion date to place participants.

Grantee may request an extension from HSA for placing participants. Extension request must be done at the end of the initial 90-day period for each individual for whom extension is requested with justification as to why employment is likely. The request must clearly state the end date for the extension for each person.

For Grantee to receive placement credit, participants must be placed in a suitable permanent job, and Grantee will provide HSA with complete employment information, including employer name, job title, job start date, hourly wage, hours per week, and employment benefit information within 30 days of employment start date. Job placements must be documented either through a copy of the participant's paystub or letter from employer

indicating start date, job position title, hourly wage, and number of hours per week or month of work.

10. For each participant placed in employment, Grantee will document job retention status at 90 days post-placement. For Grantee to receive job retention credit for participants placed with Solutions SF, Grantee will provide HSA with verification that the participant worked for a minimum of 12 hours per week in average.

F. Information and Referral

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

The majority of program staff and services are based out of 374 5th Street. Office hours are from 9:00 am – 5:00 pm Monday through Friday.

VI. Grantee Responsibilities

- A. Document the program eligibility of each participant enrolled in services.
- B. Maintain accurate and timely tracking systems with the ability to perform routine and ad hoc reporting on enrollment, progress, and outcomes.
- C. Document participant attendance through timesheets, which are signed by the participant and the instructor or recorded in an attendance list for virtual classes.

VII. Service Objectives

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

- A. Enroll at least 82 unduplicated participants in job readiness and/or job training services.
- B. Ensure that at least 75% of program participants complete an annual Satisfaction Survey.

VIII. Outcome Objectives

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

- A. At least 70% of those enrolled in services will complete vocational training.
- B. At least 75% of those who complete vocational training will be placed in unsubsidized employment of 12 or more hours per week.
- C. At least 60% of those placed in employment will retain the job for a minimum of 90 days.
- D. At least 80% of program participants completing a Satisfaction Survey will report that the program helped remove specified barriers to their employment prospects.
- E. At least 80% of program participants completing a Satisfaction Survey will report that the program helped them acquire specified skills, knowledge, and/or certifications that are useful towards finding a job.

IX. Reporting Requirements

- A. Submit daily attendance in Launchpad. All attendance records must be entered no later than the 3rd of the month following the calendar month report period. Additional attendance reports may be required by HSA.

- B. Monthly Statistics Reports. Grantee will ensure that Launchpad data is accurate and timely for all program components. Reports will be generated directly from Launchpad by the 10th of the following month.
 - 1. Reports shall contain the following data.
 - number of enrollments
 - number of those who complete vocational training
 - number of those who are placed in employment
 - number of those who retained job for 90 days
 - 2. Supporting documentation for the numbers presented in the reports must be maintained by Grantee and must be available for auditing by HSA.
- C. Provide an annual participant satisfaction survey report to HSA by March 15 each grant year.
- D. Submit into CARBON an Annual Report summarizing the contract activities, referencing the tasks as described in Section VII & VIII – Service and Outcome Objectives.
- E. Collect SOGI data and enter data results twice per year in CARBON.
- F. Develop and deliver ad hoc reports as requested by HSA.

For assistance with reporting requirements or submission of reports, contact:

Jiro Arase, Community Services Specialist, E307
Welfare-to-Work Services Division
jiro.arase@sfgov.org
Phone: (415) 557-6258

or

Leslie Lau, Contracts Manager, GB11
Office of Contract Management
leslie.lau1@sfgov.org
Phone: (415) 355-3697

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of participant 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 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 and match documentation. 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
Scope of Services to be Provided
Episcopal Community Services of San Francisco
Employment Services for Currently At-Risk and Formerly Homeless Individuals
July 1, 2021 through June 30, 2022

I. Purpose of Grant

The purpose of this grant is to increase the employability of formerly homeless and currently at-risk individuals who are best positioned to move to employment within a 6-8-month period, and place them in jobs so that they may avoid homelessness and maintain housing.

II. Definitions

CAAP	County Adult Assistance Program
CalFresh	The California version of the Federal Supplemental Nutrition Assistance Program, formerly known as Food Stamps
CBO	Community Based Organization
CHEFS	Conquering Homelessness through Employment in Food Services, a vocational training program offered by Grantee
Currently at-risk	Individuals who are currently housed but at-risk of homelessness, as evidenced by having one or more of the following risk factors: history of homelessness within the past 5 years, history of eviction within the past 5 years, currently in possession of an eviction notice, currently in arrears on rent payments, and/or housing costs in excess of 70% of income
Formerly homeless	Individuals who have past experience of homelessness but are now off the street and living in City-funded permanent supportive housing, transitional housing, long-term shelter, public housing or other City-subsidized housing
Grantee	Episcopal Community Services of San Francisco
HFA	Hospitality for All, a vocational training program offered by Grantee
HSA	San Francisco Human Services Agency
HSB	Department of Homelessness and Supportive Housing

Job placement	Participant placement in permanent unsubsidized employment for a minimum of 12 hours of employment in a 40-hour pay period
JobsNOW	Human Services Agency's Subsidized Employment Program
Launchpad	A client tracking system used by HSA
OEWD	Office of Economic and Workforce Development

III. Target Population

The target population is currently at-risk and formerly homeless San Franciscans (as defined in Section II. Definitions) whose income is within 300% of the Federal Poverty Level.

IV. Description of Services

Grantee shall provide job readiness services and vocational training to currently at-risk and formerly homeless individuals. Services include:

A. Participant Recruitment, Assessment and Benefits Linkage:

1. Accept referrals of eligible participants (as defined in Section III. Target Population) from HSA, HSH, City-funded shelters, transitional housing, rapid rehousing and permanent supportive housing providers, as well as CBO partners. Grantee may also directly recruit eligible participants from within their existing client base.
2. Grantee will assist individuals in applying for CalFresh. HSA can provide training on how to assist individuals to apply online using My Benefits CalWIN or GetCalfresh.org.
3. Conduct an objective assessment of each participant to determine the employment-related capabilities, needs, interests, and potential of certified applicants. The individual assessment will be located in each participant's file.
4. Develop an individual service plan based on a thorough assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to separately funded public benefits, barrier remediation and support services as necessary. Note: CAAP and CalFresh linkages in particular can help participants access other employment services and sources of income to support them while in training and job search.

B. Enrollment:

1. Engage participants in program activities for 20 or more hours per week, or at least 80 hours per month.
2. Grantee will be given credit for an enrollment once appropriate documentation has been placed in each participant's file and complete information for the enrollee has been submitted to HSA.
3. Currently at-risk or formerly homeless documentation: All participants must be currently at-risk or formerly homeless as defined in Section II. For formerly homeless, documentation will be (i) the personal statement of previous homelessness and (ii) a copy of a letter or contract from the

Supportive Housing residence, shelter, transitional housing program or rental subsidy or other housing provider. For currently at-risk, documentation will be a personal statement of former homelessness, eviction history/threat or excessive housing cost burden.

C. Job Readiness Preparation:

Provide job readiness preparation to include work/education history, resume, master application, on-line job search, and interviewing skills.

D. Vocational Training:

1. Provide vocational training that helps participants obtain in-demand job skills that are marketable to employers from local/regional industries in need of workers:
2. CHEFS is a 10-week culinary training program that offers classroom instruction, experiential learning, and on-the-job training. Participants will earn their ServSafe® CA Food Handler Card, which is required for all California food service employees.
3. HFA is a 10-week training program targeted to employment in entry-level social services jobs. Participants will engage in a hybrid of in-person and online courses on essential career skills, industry-recognized certificates, social service sector specific skills, and job shadowing.
4. Participants will be considered to have successfully completed the training program when they have completed the training program as listed herein with a satisfactory evaluation, obtained a certificate of completion and this information has been reported to HSA.

E. Job Placement and Job Retention:

1. Develop relationships with employers to identify job placement opportunities in high-demand sectors.
2. Develop in-house knowledge of the range of barrier remediation, job readiness, and supportive services already available to program participants in the City of San Francisco, including CAAP, JobsNOW, OEWD-funded services, and services attached to permanent supportive housing. HSA can help to facilitate information sharing between City-funded service providers and Grantee.
3. Develop marketing, outreach, and recruitment materials targeting potential participating employers.
4. Develop a variety of employment opportunities to accommodate participants' skills, interests, and abilities.
5. Match participants with employment opportunities and coach them through the job search process.
6. Refer participants to JobsNOW as appropriate. Grantee must ensure that the participant has work documentation and an updated resume before a referral is made.
7. Provide training and support to employers and participants to ensure job retention after placement.
8. Mediate any disputes between employers and participants, assisting the participant to find another job if resolution cannot be reached.
9. Grantee will be given credit for placement when a participant has entered into permanent unsubsidized employment as defined in Section II. Grantee will have 90 days after the completion date to place participants.

Grantee may request an extension from HSA for placing participants. Extension request must be done at the end of the initial 90-day period for each individual for whom extension is requested with justification as to why employment is likely. The request must clearly state the end date for the extension for each person.

For Grantee to receive placement credit, participants must be placed in a suitable permanent job, and Grantee will provide HSA with complete employment information, including employer name, job title, job start date, hourly wage, hours per week, and employment benefit information within 30 days of employment start date. Job placements must be documented either through a copy of the participant's paystub or letter from employer indicating start date, job position title, hourly wage, and number of hours per week or month of work.

10. For each participant placed in employment, Grantee will document job retention status at 90 days post-placement. For Grantee to receive job retention credit for participants placed in on-call positions with Grantee, Grantee will provide HSA with verification that the participant worked for a minimum of 12 hours per week in average.

F. Information and Referral

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 primarily provided at the Next Steps Center, 165 8th Street, San Francisco, CA, and the Sanctuary Shelter, 201 8th Street, San Francisco, CA, and virtually, with other sites as identified that host internships. The program will operate between the hours of 8 am and 4 pm on Monday through Thursday.

VI. Grantee Responsibilities

- A. Document the program eligibility of each participant enrolled in services.
- B. Maintain accurate and timely tracking systems with the ability to perform routine and ad hoc reporting on enrollment, progress, and outcomes.
- C. Document participant attendance through timesheets, which are signed by the participant and the instructor.

VII. Service Objectives

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

- A. Enroll at least 60 unduplicated participants in job readiness and/or job training services.
- B. Ensure that at least 75% of program participants complete an annual Satisfaction Survey.

VIII. Outcome Objectives

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

- A. At least 70% of those enrolled in services will complete vocational training.
- B. At least 75% of those who complete vocational training will be placed in unsubsidized employment of 20 or more hours per week.
- C. At least 60% of those placed in employment will retain the job a minimum of 90 days.

- D. At least 80% of program participants completing a Satisfaction Survey will report that the program helped remove specified barriers to their employment prospects.
- E. At least 80% of program participants completing a Satisfaction Survey will report that the program helped them acquire specified skills, knowledge, and/or certifications that are useful towards finding a job.

IX. Reporting Requirements

- A. Submit daily attendance in Launchpad. All attendance records must be entered no later than the 3rd of the month following the calendar month report period. Additional attendance reports may be required by HSA.
- B. Monthly Statistics Reports. Grantee will ensure that Launchpad data is accurate and timely for all program components. Reports will be generated directly from Launchpad by the 10th of the following month.
 - 1. Reports shall contain the following data.
 - number of enrollments
 - number of those who complete vocational training
 - number of those who are placed in employment
 - number of those who retained job for 90 days
 - 2. Supporting documentation for the numbers presented in the reports must be maintained by Grantee and must be available for auditing by HSA.
- C. Provide an annual participant satisfaction survey report to HSA by March 15 each grant year.
- D. Submit into CARBON an Annual Report summarizing the contract activities, referencing the tasks as described in Section VII & VIII – Service and Outcome Objectives.
- E. Collect SOGI data and enter data results twice per year in CARBON.
- F. Develop and deliver ad hoc reports as requested by HSA.

For assistance with reporting requirements or submission of reports, contact:

Jiro Arase, Community Services Specialist, E307
Welfare-to-Work Services Division
Jiro.Arase@sfgov.org
Phone: (415) 557-6258

or

Leslie Lau, Contracts Manager, GB11
Office of Contract Management
leslie.lau1@sfgov.org
Phone: (415) 355-3697

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of participant 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 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 and match documentation. 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
Scope of Services to be Provided
Goodwill of San Francisco, San Mateo and Marin Counties
Employment Services for Currently At-Risk and Formerly Homeless Individuals
July 1, 2021 through June 30, 2022

I. Purpose of Grant

The purpose of this grant is to increase the employability of formerly homeless and currently at-risk individuals who are best positioned to move to employment within a 6-8-month period, and place them in jobs so that they may avoid homelessness and maintain housing.

II. Definitions

CAAP	County Adult Assistance Program
CalFresh	The California version of the Federal Supplemental Nutrition Assistance Program, formerly known as Food Stamps
CBO	Community Based Organization
Currently at-risk	Individuals who are currently housed but at-risk of homelessness, as evidenced by having one or more of the following risk factors: history of homelessness within the past 5 years, history of eviction within the past 5 years, currently in possession of an eviction notice, currently in arrears on rent payments, and/or housing costs in excess of 70% of income
Formerly homeless	Individuals who have past experience of homelessness but are now off the street and living in City-funded permanent supportive housing, transitional housing, long-term shelter, public housing or other City-subsidized housing
Grantee	Goodwill of San Francisco, San Mateo and Marin
HSA	San Francisco Human Services Agency
HSB	Department of Homelessness and Supportive Housing
Job placement	Participant placement in permanent unsubsidized employment for a minimum of 12 hours of employment in a 40-hour pay period.
JobsNOW	Human Services Agency's Subsidized Employment Program

Launchpad	A client tracking system used by HSA
OEWD	Office of Economic and Workforce Development

III. Target Population

The target population is currently at-risk and formerly homeless San Franciscans (as defined in Section II. Definitions) whose income is within 300% of the Federal Poverty Level.

IV. Description of Services

Grantee shall provide job readiness services and vocational training to currently at-risk and formerly homeless individuals. Services include:

A. Participant Recruitment, Assessment and Benefits Linkage:

1. Accept referrals of eligible participants (as defined in Section III. Target Population) from HSA, HSH, City-funded shelters, transitional housing, rapid rehousing and permanent supportive housing providers, as well as CBO partners. Grantee may also directly recruit eligible participants from within their existing client base.
2. Grantee will assist individuals in applying for CalFresh. HSA can provide training on how to assist individuals to apply online using My Benefits CalWIN or GetCalfresh.org.
3. Conduct an objective assessment of each participant to determine the employment-related capabilities, needs, interests, and potential of certified applicants. The individual assessment will be located in each participant's file.
4. Develop an individual service plan based on a thorough assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to separately funded public benefits, barrier remediation and support services as necessary. Note: CAAP and CalFresh linkages in particular can help participants access other employment services and sources of income to support them while in training and job search.

B. Enrollment:

1. Engage participants in program activities for 20 or more hours per week, or at least 80 hours per month.
2. Grantee will be given credit for an enrollment once appropriate documentation has been placed in each participant's file, and complete information for the enrollee has been submitted to HSA.
3. Currently at-risk or formerly homeless documentation: All participants must be currently at-risk or formerly homeless as defined in Section II. For formerly homeless, documentation will be (i) the personal statement of previous homelessness and (ii) a copy of a letter or contract from the Supportive Housing residence, shelter, transitional housing program or rental subsidy or other housing provider. For currently at-risk, documentation will be a personal statement of former homelessness, eviction history/threat or excessive housing cost burden.

C. Job Readiness Preparation:

Provide 20-hour job readiness training to include work/education history, resume, master application, on-line job search, and interviewing skills.

D. Vocational Training:

1. Provide vocational training in customer service jobs that develops core competencies and digital skills expected in the sector. The program will operate over a one-week period for 20 hours per week. The topics covered will include retail technology, register procedures, stock control, pricing, sales, cross-selling, visual merchandising, and creating an excellent customer experience.
2. Participants will be considered to have successfully completed the training program when they have completed the training program as listed herein with a satisfactory evaluation, obtained a certificate of completion and this information has been reported to HSA.

E. Job Placement and Job Retention:

1. Develop relationships with employers to identify job placement opportunities in high-demand sectors.
2. Develop in-house knowledge of the range of barrier remediation, job readiness, and supportive services already available to program participants in the City of San Francisco, including CAAP, JobsNOW, OEWD-funded services, and services attached to permanent supportive housing. HSA can help to facilitate information sharing between City-funded service providers and Grantee.
3. Develop marketing, outreach, and recruitment materials targeting potential participating employers.
4. Develop a variety of employment opportunities to accommodate participants' skills, interests, and abilities.
5. Match participants with employment opportunities and coach them through the job search process.
6. Refer participants to JobsNOW as appropriate. Grantee must ensure that the participant has work documentation and an updated resume before a referral is made.
7. Provide training and support to employers and participants to ensure job retention after placement.
8. Mediate any disputes between employers and participants, assisting the participant to find another job if resolution cannot be reached.
9. Grantee will be given credit for placement when a participant has entered into permanent unsubsidized employment as defined in Section II. Grantee will have 90 days after the completion date to place participants.

Grantee may request an extension from HSA for placing participants. Extension request must be done at the end of the initial 90-day period for each individual for whom extension is requested with justification as to why employment is likely. The request must clearly state the end date for the extension for each person.

For Grantee to receive placement credit, participants must be placed in a suitable permanent job, and Grantee will provide HSA with complete employment information, including employer name, job title, job start date, hourly wage, hours per week, and employment benefit information within 30 days of employment start date. Job placements must be documented

either through a copy of the participant's paystub or letter from employer indicating start date, job position title, hourly wage, and number of hours per week or month of work.

10. For each participant placed in employment, Grantee will document job retention status at 90 days post-placement.

F. Information and Referral

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 take place in the CAP Career Center, 750 Post Street, San Francisco, CA. The CAP is open Monday through Thursday from 9 am to 5 pm and on Friday from 9 am to 1 pm. Once a month the Center remains open till 7 pm on Wednesdays to better meet the needs of the target population.

During the COVID-19 public health emergency, services will be provided remotely.

VI. Grantee Responsibilities

- A. Document the program eligibility of each participant enrolled in services.
- B. Maintain accurate and timely tracking systems with the ability to perform routine and ad hoc reporting on enrollment, progress, and outcomes.
- C. Document participant attendance through timesheets, which are signed by the participant and the instructor.

VII. Service Objectives

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

- A. Enroll at least 60 unduplicated participants in job readiness and/or job training services.
- B. Ensure that at least 75% of program participants complete an annual Satisfaction Survey.

VIII. Outcome Objectives

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

- A. At least 70% of those enrolled in services will complete vocational training.
- B. At least 75% of those who complete vocational training will be placed in unsubsidized employment of 12 or more hours per week.
- C. At least 60% of those placed in employment will retain the job a minimum of 90 days.
- D. At least 80% of program participants completing a Satisfaction Survey will report that the program helped remove specified barriers to their employment prospects.
- E. At least 80% of program participants completing a Satisfaction Survey will report that the program helped them acquire specified skills, knowledge, and/or certifications that are useful towards finding a job.

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	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	Arriba Juntos			July 1, 2021 - June 30, 2022	
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Employment Services for Currently At-Risk & Formerly Homeless Individuals - HES				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/21-6/30/22			Total
12	Expenditures				
13	Salaries & Benefits	\$198,010			\$198,010
14	Operating Expense	\$36,925			\$36,925
15	Subtotal	\$234,935			\$234,935
16	Indirect Percentage (%)	15%			\$0
17	Indirect Cost (Line 16 X Line 15)	\$35,245			\$35,245
18	Capital Expenditure				\$0
19					\$0
20	Total Expenditures	\$270,180			\$270,180
21	HSA Revenues				
22	General Fund	\$151,301			\$151,301
23	Federal	\$118,879			\$118,879
24					
25					
26					
27					
28					
29					
30	TOTAL HSA REVENUES	\$270,180			\$270,180
31	Other Revenues				
32					
33					
34					
35					
36					
37	Total Revenues	\$270,180			\$270,180
38	Full Time Equivalent (FTE)				
40	Prepared by:	Telephone No.:		Date	
41	HSA-CO Review Signature:	_____			
42	HSA #1	10/25/2016			

	A	C	D	E	F	G	H	I	J
1	Appendix B, Page 2								
2									
3									
4	Program: Employment Services for Currently At-Risk & Formerly Homeless Individuals - HES								
5	(Same as Line 9 on HSA #1)								
6									
7	Salaries & Benefits Detail								
8									
9									
10	7/1/21-6/30/22								
11		Agency Totals		HSA Program		DHS Program			TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary			1/0/00 to 2/0/00
13	Director of Programs	\$54,080	100%	10%	10%	\$5,408			\$5,408
14	Program Coordinator	\$49,920	100%	75%	75%	\$37,440			\$37,440
15	Case Manager/Employment Sp1	\$40,560	100%	100%	100%	\$40,560			\$40,560
16	Case Manager/Employment Sp2	\$40,560	100%	70%	70%	\$28,392			\$28,392
17	Health Career Instructor	\$58,920	100%	30%	30%	\$17,676			\$17,676
18	Computer Instructor	\$47,840	100%	25%	25%	\$11,960			\$11,960
19									\$0
20									\$0
21					-				\$0
22					-				\$0
23					-				\$0
24					-				\$0
25					-				\$0
26					-				\$0
27					-				\$0
28					-				\$0
29	TOTALS		6.00	3.10	3.10	\$141,436			\$141,436
30									
31	FRINGE BENEFIT RATE	40%							
32	EMPLOYEE FRINGE BENEFITS					\$56,574	\$0	\$0	\$56,574
33									
34									
35	TOTAL SALARIES & BENEFITS	\$0				\$198,010	\$0	\$0	\$198,010
36	HSA #2								10/25/2016

	A	B	C	D	E	F	J	K
1								
2								
3								
4	Program: Employment Services for Currently At-Risk & Formerly Homeless Individuals -							
5	(Same as Line 9 on HSA #1)							
6								
7	Operating Expense Detail							
8								
9								
10								
11								TOTAL
12	<u>Expenditure Category</u>			<u>TERM</u>	<u>7/1/21-6/30/22</u>			\$ -
13	Rental of Property							\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$6,300			\$ 6,300.00
15	Office Supplies, Postage				\$2,500			\$ 2,500.00
16	Building Maintenance Supplies and Repair				\$5,000			\$ 5,000.00
17	Printing and Reproduction				\$500			\$ 500.00
18	Insurance				\$2,000			\$ 2,000.00
19	Staff Training							\$ -
20	Staff Travel-(Local & Out of Town)				\$500			\$ 500.00
21	Rental of Equipment				\$4,800			\$ 4,800.00
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE							
23								\$ -
24								\$ -
25								\$ -
26								\$ -
27								\$ -
28	OTHER							
29	Client Ancillary Expense (books/uniform/exams)				\$13,100			\$ 13,100.00
30	Food CFET Ineligible				\$2,225			\$ 2,225.00
31								\$ -
32								\$ -
33								\$ -
34								
35	TOTAL OPERATING EXPENSE				\$36,925			\$36,925
36								
37	HSA #3							10/25/2016

	A	B	C	D	E	F
1	Appendix B, Page 4					
2						
3						
4	Program Name:					
5	(Same as Line 9 on HSA #1)					
6						
7	Program Expenditure Detail					
8						
9	TOTAL					
10	EQUIPMENT		TERM	7/1/21-6/30/22	1/0/00	1/0/00
11	No.	ITEM/DESCRIPTION				
12						0
13						0
14						0
15						0
16						0
17						0
18						0
19						0
20	TOTAL EQUIPMENT COST		0	0	0	0
21						
22	R E M O D E L I N G					
23	Description:					0
24						0
25						0
26						0
27						0
28						0
29	TOTAL REMODELING COST		0	0	0	0
30						
31	TOTAL CAPITAL EXPENDITURE		0	0	0	0
32	(Equipment and Remodeling Cost)					
33	HSA #4					10/25/2016

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Ter	7/1/2021 - 6/30/2022
6	Community Housing Partnership				
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification _____				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program:				
10	Budget Reference Page No.(s)				
11	Program Term		7/1/2021 - 6/30/2022		Total
12	Expenditures				
13	Salaries & Benefits		\$218,198		\$218,198
14	Operating Expense		\$86,324		\$86,324
15	Subtotal		\$304,522		\$304,522
16	Indirect Percentage (%)		15%		\$0
17	Indirect Cost (Line 16 X Line 15)		\$45,678		\$45,678
18	Capital Expenditure		\$0		\$0
19	Total Expenditures		\$350,200		\$350,200
20	HSA Revenues				
21	General Fund		\$196,112		\$196,112
22	CFET Funds		\$154,088		\$154,088
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES		\$350,200		\$350,200
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues		\$350,200		\$350,200
37	Full Time Equivalent (FTE)				
39	Prepared by: Jamie Schecter			Telephone N 415-852 Date 5/13/2021	
40	HSA-CO Review Signature: _____				
41	HSA #1				10/25/2016

	A	B	C	D	E	F	I
1							
2							
3							
4	Program Name:						
5	(Same as Line 9 on HSA #1)						
6							
7							
8							
9							
10							
11						7/1/2021 - 6/30/2022	
		Agency Totals		HSA Program		HSA Program	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	7/1/2021 - 6/30/2022
12	POSITION TITLE						
13	Director	\$102,707	1.00	10%	0.05	\$5,135	\$5,135
14	Manager	\$75,595	1.00	30%	0.50	\$37,798	\$37,798
15	Employment Training Coordinator 1	\$47,007	1.00	45%	0.45	\$21,153	\$21,153
16	Employment Training Coordinator 2	\$43,931	1.00	45%	0.45	\$19,769	\$19,769
17	Employment Training Coordinator 3	\$47,007	1.00	45%	0.45	\$21,153	\$21,153
18	Employment Training Coordinator 4	\$43,931	1.00	45%	0.45	\$19,769	\$19,769
19	Program Associate - Employment Opportun	\$50,714	1.00	25%	0.25	\$12,679	\$12,679
20	Employment Retention Specialist	\$40,930	1.00	40%	0.40	\$16,372	\$16,372
21	Program Associate - Learning and Evaluatio	\$56,068	1.00	25%	0.25	\$14,017	\$14,017
22					-		\$0
23					-		\$0
24					-		\$0
25					-		\$0
26					-		\$0
27					-		\$0
28					-		\$0
29					-		\$0
30					-		\$0
31	TOTALS		9.00	310%	3.25	167,844.61	\$167,845
32							
33	FRINGE BENEFIT RATE	30%					
34	EMPLOYEE FRINGE BENEFITS					\$50,353	\$50,353
35							
36							
37	TOTAL SALARIES & BENEFITS	\$0				\$218,198	\$218,198
38	HSA #2						10/25/2016

	A	B	C	D	E	F	J	K
1								
2								
3								
4	Program Name:							
5	(Same as Line 9 on HSA #1)							
6								
7	Operating Expense Detail							
8								
9								
10								
11								TOTAL
12	<u>Expenditure Category</u>				<u>TERM 1/2021 - 6/30/2022</u>			<u> </u>
13	Rental of Property				\$20,410			\$20,410
14	Utilities(Elec, Water, Gas, Phone, Garbage)				\$16,365			\$16,365
15	Office Supplies, Postage				\$10,596			\$10,596
16	Building Maintenance Supplies and Repair				\$3,320			\$3,320
17	Printing and Reproduction				\$2,550			\$2,550
18	Insurance				\$1,211			\$1,211
19	Staff Training				\$3,844			\$3,844
20	Staff Travel-(Local & Out of Town)				\$0			\$0
21	Rental of Equipment				\$3,240			\$3,240
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE							<u> </u>
23								\$0
24								\$0
25								\$0
26								\$0
27								\$0
28	OTHER							
29	Ancillary-Supportive Services				\$10,500			\$10,500
30	Food (CFET-ineligible)				\$2,500			\$2,500
31	Program Expenses				\$5,450			\$5,450
32	Staff Recruitment				\$880			\$880
33	Payroll Expense & Audit				\$2,075			\$2,075
34	IT & Small Equipment & Subscriptions				\$3,383			\$3,383
35								
36					<u>\$86,324</u>			<u>\$86,324</u>
37								
38	HSA #3							\$42,668

	A	B	C	D
1	Appendix B-1			1
2	Document Date:			5/14/2021
3	HUMAN SERVICES AGENCY BUDGET SUMMARY			
4				
5	Name		Term	
6	EPISCOPAL COMMUNITY SERVICES OF SF		7/1/21-6/30/22	
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>			
8	If modification, Effective Date of Mod.		No. of Mod.	
9	Program: EMPLOYMENT SERVICES			TOTAL
10	Budget Reference Page No.(s)			
11	Program Term		7/1/21-6/30/22	7/1/21-6/30/22
12	Expenditures			
13	Salaries & Benefits	\$201,498		\$201,498
14	Operating Expense	\$21,360		\$21,360
15	Subtotal	\$222,858		\$222,858
16	Indirect Percentage (%)	15%		
17	Indirect Cost (Line 16 X Line 15)	\$33,429		\$33,429
18	Capital Expenditure	\$0		\$0
19	Total Expenditures	\$256,287		\$256,287
20	HSA Revenues			
21				
22	General Fund	\$143,521		\$143,521
23	CFET Funds	\$112,766		\$112,766
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$256,287		\$256,287
30	Other Revenues			
31				
32				
33				
34				
35				
36	Total Revenues	\$256,287		\$256,287
37	Full Time Equivalent (FTE)			
39	Prepared by: Evelyn L. Lam			
40	HSA-CO Review Signature: _____			
41	HSA #1			11/15/2007
42				

	A	B	C	D	E	F
1	Program: EMPLOYMENT SERVICES					2
2						5/14/2021
3						
4						
5						
6						
7						
8						
9						
10						TOTAL
11						7/1/21-6/30/22
		Agency Totals		For HSA Program		
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	
12	POSITION TITLE					
13	CHEFS Assistant Mgr/BREW	\$78,256	100%	20%	20%	\$15,651
14	CHEFS Bilingual Employment Spec /HARDIN	\$49,444	100%	80%	80%	\$39,555
15	Database Compliance Specialist/SUTTIE	\$64,018	100%	75%	75%	\$48,014
16	Workforce Development Manager/HOPNER	\$84,769	100%	55%	55%	\$46,623
17	Director of Impact and Analytics/HERSHER	\$129,352	100%	2.17%	2.17%	\$2,807
18						
19						
20						
21						
22						
23						
24	TOTALS		5.00	2.32	2.32	\$152,650
25						
26	FRINGE BENEFIT RATE	32%				
27	EMPLOYEE FRINGE BENEFITS					\$48,848
28						
29						
30	TOTAL SALARIES & BENEFITS					\$201,498
31	HSA #2					11/15/2007
32						

	A	B	C	D	E	F	G	
1	Program: EMPLOYMENT SERVICES						3	
2							5/14/2021	
3								
4								
5								
6								
7	Operating Expense Detail							
8								
9								
10							TOTAL	
11							7/1/21-6/30/22	
12	<u>Expenditure Category</u>							
13	Rental of Property							
14	Facilities/Utilities(Elec,Water,Gas,Scavenger)						\$4,460	\$4,460
15	Office Supplies, Postage						\$500	\$500
16	Building Maintenance Supplies and Repair							
17	Printing and Reproduction						\$800	\$800
18	Insurance						\$1,500	\$1,500
19	IT Equipment/Internet Access							
20	Staff Travel-(Local & Out of Town)							
21	Rental of Equipment							
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE							
23								
24								
25								
26								
27								
28	OTHER							
29	Staff Training/Recruitment & Local Travel						\$1,200	\$1,200
30	Food and Food Service Supplies						\$1,000	\$1,000
31	Program Supplies/Laundry & Uniforms						\$2,200	\$2,200
32	Telecommunications						\$1,100	\$1,100
33	Plato Software Annual Subscription						\$6,600	\$6,600
34	Ancillary Support Services						\$2,000	\$2,000
35								
36	TOTAL OPERATING EXPENSE						\$21,360	\$21,360
37								
38	HSA #3							11/15/2007

	A	P	Q
1	Appendix B		
2	5/21/2021		
3	HUMAN SERVICES AGENCY BUDGET SUMMARY		
4			
5	Name		
6	Goodwill Industries of San Francisco, San Mateo, Marin Counties		
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>		
8	If modification, Effective Date of Mod. No. of Mod.		
9	Program: Employment Services for Currently At Risk and Formerly Homeless Individuals		
10	Budget Reference Page No.(s)	Original	Total
11	Program Term	7/1/21-6/30/22	7/1/21-6/30/22
12	Expenditures		
13	Salaries & Benefits	\$124,938	\$124,938
14	Operating Expense	\$8,013	\$8,013
15	Subtotal	\$132,950	\$132,950
16	Indirect Percentage (%)	12.00%	12.00%
17	Indirect Cost (Line 16 X Line 15)	\$15,954	\$15,954
18	Capital Expenditure	\$0	\$0
19	Total Expenditures	\$148,904	\$148,904
20	HSA Revenues		
21	General Fund	\$83,386	\$83,386
22	CFET Funds	\$65,518	\$65,518
23			
24			
25			
26			
27			
28			
29	TOTAL HSA REVENUES	\$148,904	\$148,904
30	Other Revenues		
31			
32			
33			
34			
35			
36	Total Revenues	\$148,904	\$148,904
37	Full Time Equivalent (FTE)		
39	Prepared by: Megan Kenny	Date 5.18.2021	
40	HSA-CO Review Signature:		
41	HSA #1	10/25/2016	

	A	D	E	T	U
1					
2					
3					
4	Program Name: Employment Services for Currently, At Risk and Formerly Homeless Individuals				
5	(Same as Line 9 on HSA #1)				
6					
7					
8					
9					
10	7/1/21-6/30/22				
11		HSA Program			TOTAL
12	POSITION TITLE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	7/1/21-6/30/22
13	Career Advisor	100%	1.50	\$60,500	\$268,888
14	Employer Engagement Specialist	50%	0.50		\$55,646
15	Instructor	50%	0.50	\$30,250	\$122,767
16	QA Specialist	25%	0.25		\$14,708
17	Manager	15%	0.15	\$9,200	\$64,075
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30	TOTALS		2.90	\$99,950	\$526,083
31					
32	FRINGE BENEFIT RATE				
33	EMPLOYEE FRINGE BENEFITS			\$24,988	\$135,488
34					
35					
36	TOTAL SALARIES & BENEFITS			\$124,938	\$661,571
37	HSA #2				10/25/2016

	A	B	C	D	V	W
1						
2						
3						
4	Program Name: Employment Services for Curren					
5	(Same as Line 9 on HSA #1)					
6						
7	Operating Expense Detail					
8						
9						
10						
11					Original	TOTAL
12	<u>Expenditure Category</u>			TERM	<u>7/1/21-6/30/22</u>	<u>7/1/21-6/30/22</u>
13	Rental of Property					
14	Utilities(Elec, Water, Gas, Phone, Scavenger)					
15	Office Supplies, Postage				\$513	\$513
16	Building Maintenance Supplies and Repair					
17	Printing and Reproduction					
18	Insurance					
19	Staff Training					
20	Staff Travel-(Local & Out of Town)					
21	Rental of Equipment				\$1,500	\$1,500
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
23						
24						
25						
26						
27						
28	OTHER					
29	Ancillary-Supportive Services				\$5,000	\$5,000
30	CFET-ineligible: Food and Beverage				\$1,000	\$1,000
31	Program Expenses					
32						
33						
34						
35	TOTAL OPERATING EXPENSE				\$8,013	\$8,013
36						8,013
37	HSA #3					10/25/2016