



MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: MARCH 17, 2017

SUBJECT: NEW GRANT: ARRIBA JUNTOS (NON-PROFIT) TO PROVIDE REFUGEE BENEFITS LINKAGES PROGRAM

CONTRACT TERM: 4/1/17-9/30/18

CONTRACT AMOUNT:	<u>New</u>		<u>Contingency</u>	<u>Total</u>
	\$100,000		\$10,000	\$110,000

ANNUAL AMOUNT:	4/1/17- <u>9/30/17</u>	10/1/17- <u>9/30/18</u>		
	\$50,000	\$50,000		

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$0	\$0	\$100,000	\$10,000	110,000
PERCENTAGE:	0%	0%	0%		100%

The Department of Human Services (DHS) requests authorization to enter into a grant with Arriba Juntos for the period of April 1, 2017 through September 30, 2018, in an amount of \$100,000, plus a 10% contingency for a total amount not to exceed \$110,000. The purpose of this grant is to link refugees, asylees, and trafficking victims resettled in San Francisco with local services and benefits that can improve their self-sufficiency.

Background

The current political climate has pushed refugees and other individuals with precarious residency status into a more vulnerable state. HSA seeks to link these individuals to available refugee and self-sufficiency resources and services available throughout San Francisco County.

Services to be Provided

Grantee will engage the community of government and community-based agencies to research and catalogue relevant refugee services, and identify eligible clients. Grantee will make service and benefits referrals tailored to the clients' needs. These services will include but are not limited to language education and vocational training programs offered by various agencies in the Bay Area. Clients will also be referred to HSA intake for screening and possible enrollment in CalWORKS, CalFresh, and/or Medi-Cal.

The Grantee will connect this program's clients with workshops on social adjustment, cultural orientation, citizenship activities, and personal finance, among other services in the community.

Grantee will perform a minimum of 10 benefits linkage events to connect with refugees, asylees, trafficking victims, and/or individuals on Special Immigrant Visas every month. Over an annual period, Grantee will refer 45 individuals for enrollment into HSA services, and follow up on these clients' outcomes.

Selection

Grantee was selected through Informal Bid #717, which was competitively bid in September 2016.

Funding

Funding for this grant is provided entirely by Federal Funds from the Targeted Assistance Grant.

ATTACHMENTS

Appendix A – Scope of Services to be Provided

Appendix B – Budget

Appendix A
Refugee Benefits Linkages
Services to be provided by
Arriba Juntos
April 1, 2017 to September 30, 2018

I. Purpose

The contractor will provide benefits and services linkages to newly arrived refugees, asylees, and trafficking victims resettled in San Francisco County. The goal is to connect them to benefits and services at the Human Services Agency and community based organizations to help them to achieve economic and socio-cultural self-sufficiency as soon as possible, by providing linguistically and culturally competent social adjustment services and referrals. Refugee identification will be focused on the San Francisco Unified School District, San Francisco county, and surrounding counties serving the target population.

II. Definitions

Asylee	Individual who travel to the United States as victims of persecution and then apply for asylum Note: Applicants for asylum are not eligible until asylum status is actually granted
CalWORKs	California Work Opportunity and Responsibility to Kids, welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
Contractor	Arriba Juntos
Non-aided refugees	Non-aided refugees who primarily have been in the United States for 60 months or less
Refugee	Individual who are unable to return to their countries due to persecution or fear of persecutions on account of race, religion, nationality, political opinion, or Social Group
Special Immigrant Visa (SIV)	Iraqis and Afghans who were employed by or assisted the U.S. Armed Forces with translation and interpreter services.
Trafficking and Crime Victim	Non-citizens who are certified victims of human trafficking (sexual exploitation or forced labor), domestic violence, or other serious crimes.
Unaccompanied Minors	Unaccompanied Alien Children apprehended at the Southwest border by the Department of Homeland Security's (DHS's) Customs and Border Protection (CBP). When UAC receive eligibility letters

from the federal Office of Refugee Resettlement they are eligible for federal benefits and services as human trafficking victims.

HSA Human Services Agency of the City and County of San Francisco, also the Department

ZixCorp An Email Encryption and Email Data Loss Prevention system

III. Target Population

Refugees, asylee, Special Immigrant Visa (SIV), Trafficking and Crime Victim, Non-aided refugees who primarily have been in the United States for 60 months or less, and Unaccompanied minors who are victims of severe forms of trafficking and who are under 18 years of age.

IV. Description of Services

A. Intake and enrollment of Participants

1. Engage Bay Area County Agencies, CBOs, school district offices, schools, clinics, park and recreation departments, churches, agencies, daycares, etc. through site visits and attending meetings and special events, to identify and enroll clients, develop a list of current resources and contacts for refugees, and promote refugee services.
2. Through the intake process participants will be referred to HSA services including CalWORKs for families or Refugee Employment Services (Skills training/English language training) for single adults for enrollment and services. They will also be screened for, and enrolled in, other HSA benefit programs such as CalFresh and MediCal as warranted. Clients eligible for the Refugee Employment Services (Skills training/English language training) programs with Arriba Juntos and LEN Institute will be referred to the agencies based on vocational goal, job readiness, and language level.

B. Case Management Services

1. Plan and coordinate social adjustment and cultural orientation educational workshops.
2. Provide social adjustment linkages for refugee clients and families by assisting agencies and community based organizations to understand and effectively utilize available services, such as providing education on the SFGH Refugee Clinic, skills training, management of personal finances, housing, health, education, human relations, conflict resolutions, cultural orientation, citizenship activities and family life issues.
3. Ensure effective coordination with project partners and other agencies.

V. Location and Time of Services

Services will be provided at 1850 Mission St., San Francisco, CA 94103.

Time of Services is Open Entry and program services are conducted Mon-Fri between the hours of 8:30AM to 5:00PM

VI. Service Objectives

- A. On an annual basis refer 45 individuals for enrollment in HSA employment and training services through the HSA Refugee Benefits Linkages program, and provide case management services. This objective is prorated to 11 individuals for the three months in the first year of the contract.
- B. On a monthly basis conduct a minimum of 10 benefits linkage efforts in the community to inform and enroll potential participants

VII. Outcome Objectives

- A. 70% of the participants enrolled into educational/training programs or job readiness programs will complete the activity.
- B. 60% of those participants enrolled in the educational/training or job readiness program will obtain employment.

VIII. Reporting Requirements

Client Activity Reporting - establish and implement a process for recording, tracking, and reporting on clients' participation and progress in the Refugee Benefits Linkages Program. Grantee will submit monthly Contract reports for ROP summarizing progress on contract objectives to the Program Monitor.

- A. A detailed monthly spreadsheet of:
 - 1. all participants being referenced in the monthly summary report
 - 2. dates and sites of connector events
 - 3. Sign-up sheets of those attending connector events
 - 4. job title, employer, wage, hours per week and benefit information (health, dental) for all participants placed
- B. A monthly spreadsheet summarizing the activities for the month:
 - 1. Number of benefits linkage events attended for the month
 - 2. Number active or currently enrolled as of the first day of the month
 - 3. Number of new enrollments
 - 4. Number enrolled in a training/education or job readiness program
 - 5. Number completing the program
 - 6. Number exiting the program
 - 7. Number of participants who are placed in an unsubsidized or subsidized job
- C. Monthly Contract reports are due on the 10th day following the reporting month.
- D. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- E. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- F. Monthly, Quarterly and Annual Reports will be entered into the Contracts Management System known as Contract Administration, Reporting, & Billing Online (CARBON).

For assistance with reporting requirements or submission of reports, contact

Eva Iraheta, Program Monitor

Welfare to Work Services
(415) 557-5638
Eva.iraheta@sfgov.org

or

Justin Chan, Contract Manager
Office of Contracts Management
(415) 557-5507
Justin.Chan@sfgov.org

IX. 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.



	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	<input type="checkbox"/> ARRIBA JUNTOS			Apr 1, 2017 - Sept 30, 2018	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Refugee Benefits Linkages				
10	Budget Reference Page No.(s)				Total
11	Program Term	4/1/17-9/30/17	10/1/17-9/30/18		4/1/17-9/30/18
12	Expenditures				
13	Salaries & Benefits	\$50,000	\$50,000		\$100,000
14	Operating Expense	\$0	\$0		\$0
15	Subtotal	\$50,000	\$50,000		\$100,000
16	Indirect Percentage (%)	0%	0%		0%
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0		\$0
18	Capital Expenditure	\$0	\$0		\$0
19	Total Expenditures	\$50,000	\$50,000		\$100,000
20	HSA Revenues				
21	General Fund	\$50,000	\$50,000		\$100,000
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$50,000	\$50,000		\$100,000
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$50,000	\$50,000		\$100,000
37	Full Time Equivalent (FTE)				
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	HSA #1				10/25/2016

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	A	B	C	D	E	F	G	H	I
1									
2									
3									
4	Program Name:								
5	(Same as Line 9 on HSA #1)								
6									
7	(Check One)	New	X	Renewal		M	Salaries & Benefits Detail		
8									
9									
10									
11									
12	POSITION TITLE	Agency Totals	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DHS Program Budgeted Salary	DHS Program Budgeted Salary	DHS Program Budgeted Salary	TOTAL
13	Case Manager 1	\$37,440	1.00	100%	1.00	\$18,720	\$37,440		4/1/17-9/30/18 \$56,160
14	Case Manager 2	\$37,440	1.00	100%	1.00	\$18,720			\$18,720
15									
16									
17									
18									
19									
20									
21									
22									
23									
24	TOTALS	74880.00	2.00	200%	2.00	\$37,440	\$37,440		\$74,880
25	FRINGE BENEFIT RATE								
26		35%							
27	EMPLOYEE FRINGE BENEFITS	\$26,208				\$12,560	\$12,560		\$25,120
28									
29									
30	TOTAL SALARIES & BENEFITS	\$101,088				\$50,000	\$50,000		\$100,000
31	HSA #2								10/25/2016

4/1/17-9/30/18 10/1/17-9/30/18

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2											
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Operating Expense Detail										
8											
9											
10											
11											
12	Expenditure Category			TERM	<u>4/1/17-9/30/18</u>	<u>10/1/17-9/30/18</u>				<u>4/1/17-9/30/18</u>	
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										
15	Office Supplies, Postage										
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										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29											
30											
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE				<u>\$0</u>	<u>\$0</u>					<u>\$0</u>
36											
37	HSA #3										10/25/2016

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