



MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: OCTOBER 21, 2016

SUBJECT: GRANT MODIFICATION: PROVISION OF HOMELESS EMPLOYMENT SERVICES - (Multiple providers, see table)

GRANT TERM:

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
	10/1/13 – 9/30/16	10/1/16 – 6/30/17			
TOTAL GRANT AMOUNT:	\$2,735,063	\$698,466	\$3,433,529	\$69,847	\$3,503,376

GRANT AMOUNTS: See table below

Funding Source MODIFICATION FUNDING: PERCENTAGE:

	<u>County</u>	<u>Federal</u>	<u>State</u>	<u>Contingency</u>	<u>Total</u>
	\$698,466	\$2,735,063		\$69,847	\$3,503,376
	20%	80%			100%

The Department of Human Services (DHS) requests authorization to modify the existing 9 grant agreements for the provision of the Homeless Employment Collaborative (HEC) for an additional \$698,466 plus a 10% contingency for a new grant amount not to exceed \$3,503,376. The purpose of these grants is to provide employment assistance to homeless individuals.

GRANTEE	CURRENT ANNUAL	MODIFICATION	10% Contingency	TOTAL AMOUNT
Arriba Juntos	\$181,383	\$136,037	\$13,604	\$685,692
Catholic Charities	\$29,394	\$22,046	\$2,205	\$112,433
Center on Juvenile and Criminal	\$130,540	\$97,905	\$9,790	\$499,315
Central City Hospitality House	\$134,908	\$101,181	\$10,118	\$421,723
Community Housing Partnership	\$57,582	\$59,687	\$5,969	\$310,734

Episcopal Community Services	\$155,177	\$116,383	\$11,638	\$592,652
Mission Hiring Hall	\$102,839	\$60,629	\$6,063	\$346,309
Swords to Plowshares	\$81,173	\$60,880	\$6,088	\$310,487
Toolworks	\$58,291	\$43,718	\$4,372	\$224,031
TOTAL	\$931,287	\$698,466	\$69,847	\$3,503,376

Background

U.S. Dept. of Housing and Urban Development’s (HUD) funded this project through the McKinney Supportive Housing Program. The grantees reapplied jointly in 2011 as part of the City’s consolidated application process for this grant period, and were awarded continued funding. The renewal of each grant is based on the continued availability of HUD funding, which ended for Employment and Training contracts (SSP-Supportive Service Only) contracts for this coming year. For HEC, the funding ended 9/30/16, and the City has chosen to continue Homeless Employment services using General Fund monies through 6/30/17; which is the reason for this extension.

Through the HEARTH Act of 2009 which became effective August 30, 2012, HUD changed the definition of homelessness, which has been updated in Attachment A-1, and will be attached to all future HUD grants. In this 9 month extension period, due to changing funding from HUD McKinney to General Fund, the contractors will have an expanded target population to serve including both the HUD eligible clients, and also formerly homeless individuals now residing in City funded Supportive Housing.

Services to be Provided

The HEC is an employment and training system for homeless individuals. This program targets homeless individuals including veterans, the disabled, ex-offenders, parents with children, and the general homeless population. HEC services are provided weekdays from 8 A.M. to 5 P.M. at nine different sites throughout San Francisco. Nine community-based organizations provide employment services that include recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. During this nine month extension, the collaborative is contracted to enroll 376 clients in their program with a breakout by agency as follows:

Grantee	Client enrollment targets
Arriba Juntos	52
Catholic Charities CYO	19
Center on Juvenile and Criminal	83
Central City Hospitality House	27
Community Housing Partnership	42
Episcopal Community Services	61
Mission Hiring Hall	35
Swords to Plowshares	38
Toolworks	19
TOTAL	376

The scopes of services for each grantee are attached.

Funding

Funding for the modification is 100% General Funds

Attachments

Appendix A-1 – Services to be Provided

Arriba Juntos

Catholic Charities

Center on Juvenile and Criminal Justice

Community Housing Partnership

Episcopal Community Services

Swords to Plowshares

Appendix B -1 – Program Budgets:

Catholic Charities

Center on Juvenile and Criminal Justice

Community Housing Partnership

Swords to Plowshares

Appendix A-2 – Services to be Provided:

Central City Hospitality House

Mission Hiring Hall

Toolworks

Appendix B-2 – Program Budgets:

Arriba Juntos

Central City Hospitality House

Episcopal Community Services

Appendix B-3 – Program Budgets:

Mission Hiring Hall

Toolworks

Attachment A-1, McKinney Vento Definition of Homelessness

Appendix A-1 – Services to be Provided
Arriba Juntos-HOMELESS EMPLOYMENT COLLABORATIVE
Grant period 10/1/2013 to 9/30/2016
Modification Extending Grant from 10/1/16 to 6/30/17 (9 months)
Modification date 10.1.16

NOTE: HUD criteria in *Italics* do not pertain to the Extension Period of 12/1/16 to 6/30/17 for this grant

I. Purpose of Grant

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating an Occupational Classroom Training (OCT) Program for homeless individuals.

II. Definitions

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Arriba Juntos
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Center on Juvenile and Criminal Justice, Central City Hospitality House, Community Housing Partnership, Goodwill, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	The Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment

Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

IV. Description of Services

Grantee shall provide Occupational Classroom training for **sixty-nine (69)** homeless individuals during a full year. **Fifty-two (52) homeless individuals will be served during the extension period.** Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program.
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing.

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to the HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the

individual's eligibility has been established. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

Grantee will provide Work Readiness and Occupational Group Training to **sixty-nine (69)** participants during a full service year. **Fifty-two (52) homeless individuals will be served during the extension period.** Participants will receive 400 hours of instruction in AJ's 10-week long "Automated Office Skills Training Program." Components of the program are as follows:

- PC operating system (Windows 2000)
- Microsoft Word applications (Word and Excel)
- Internet
- E-mail
- Clerical Training
- Work Readiness Training
 - a. Time management
 - b. Workplace behavior and environment
 - c. Work attitude
 - d. Interviewing techniques (including mock interviews)
 - e. Resume, cover and thank you letters
 - f. Appearance, grooming

D. EXIT REQUIREMENTS

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 the HSA on the Change of Status Form (HSA-HEC 2).

V. **Summary of Operations**

Grantee will enroll sixty-nine (69) participants: thirty-seven (37) placements and eighteen (18) other positive terminations in a full service year. **Fifty-two (52) homeless individuals will be enrolled during the extension period: twenty-eight (28) placements and fourteen (14) other positive terminations.**

A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IV-A and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HEC HMIS.

B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For the Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2).

Job Placement: Documentation for Unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to the HSA on the Change of Status Form (HEC 2) and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

VI. Location and Time of Services

The HEC services provided by the Grantee will be offered from 8:00 a.m. to 5:00p.m.at the following site:

Arriba Juntos
1850 Mission St.
San Francisco, CA 94103

VII. Grantee Responsibilities

A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation**

will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.

2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45th day following the end of the operating year. After review by HSA, the APR is submitted to HUD.
3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:

Supportive Services – 25% match (\$1 match for every \$4 SHP request)
4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.
6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will

be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.

8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

- B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

VIII. Collective HEC Program Goals

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the nine month extension period the goal is to enroll 376 homeless individuals and place 174 into unsubsidized employment.**

IX. Collective HEC Outcome Goals

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

X. Service Objectives

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

- A. Grantee will enroll sixty-nine (69) participants.

During the Extension period, the Grantee will meet the following Service Objectives:

- A. Grantee will enroll fifty-two (52) participants.

XI. Outcome Objectives

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

- A. Grantee will obtain thirty-seven (37) placements.

During the Extension period, the Grantee will meet the following Outcome Objectives:

- A. Grantee will obtain twenty eight (28) placements.

XII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.
- C. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year.*
- D. Grantee shall submit a monthly status report to each HEC agency of the participants enrolled, completed or placed by that agency.
- E. *Quarterly Reports/APR - Grantee, in collaboration with the HEC partners, will submit an Annual Performance Report (APR) as required by HUD. Grantee shall maintain copies of the client files of all enrolled clients of the HEC for the program year and enter the data in a timely manner (by the end of the month of all documents received) into the database and present it to the*

partners in the monthly meetings and engage them, as needed, by phone or in person to clarify any questions and concerns about the data. Grantee will work with ECS and HSA to produce the quarterly reports *and APR* within the timelines.

- F. Grantee will provide Ad Hoc reports as required by the Department.
- G. *Grantee shall lead the collaborative in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of each grant year. This report should be emailed to Alison.Schlageter@sfgov.org*

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XIII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Appendix B-2, Page 1
Document Date: 9/20/16

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6	Artha Juntos				Term	10/1/13-6/30/17
7	(Check One) <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification X					
8	If modification, Effective Date of Mod. 10/1/16			No. of Mod. 2		
9	Program: HEC Program					
10	Budget Reference Page No.(s)				EXTENSION BUDGET	Total
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	10/1/13-9/30/17
12	Expenditures					
13	Support Services					
14	Salaries & Benefits	\$130,266	\$130,266	\$130,266	\$107,406	\$498,204
15	Operating Expense	\$22,773	\$22,773	\$22,773	\$10,887	\$79,206
16	Subtotal	\$153,039	\$153,039	\$153,039	\$118,293	\$577,410
17	Administrative Percentage	3.5%	3.5%	3.5%	15%	
18	Administrative Expense & APR	\$20,246	\$28,344	\$28,344	\$17,744	\$94,678
19	Total Expenditures	\$173,285	\$181,383	\$181,383	\$136,037	\$672,088
20	HSA Revenues					
21	McKinney-Vento Funding	\$173,285	\$181,383	\$181,383		\$536,051
22	General Fund				\$136,037	\$136,037
23						
24						
25	TOTAL HSA REVENUES	\$173,285	\$181,383	\$181,383	\$136,037	\$672,088
26	Other Revenues					
27	HUD Match Provided by Grantee	\$43,321	\$45,345	\$45,345		\$134,011
28						
29						
30						
31						
32	Total Revenues	\$216,606	\$226,728	\$226,728	\$136,037	\$806,099
33	Full Time Equivalent (FTE)					
34						
35	Prepared by:	Telephone No.:			Date	
36	HSA-CO Review Signature:					
37	HSA #1				11/15/2007	

Program Name: HEC Program
(Same as Line 9 on HSA #1)

Support Services Salaries & Benefits Detail

EXTENSION BUDGET
10/1/13-9/30/14 10/1/14-9/30/15 10/1/15-9/30/16 10/1/16-6/30/17

A	B	C	D	E	F	G	H	I	J	
										Annual Full Time Salary for FTE
12	POSITION TITLE									
13	Executive Director	\$110,000	100%	20%	6%	\$6,160	\$6,160	\$6,160	\$18,480	
14	Training Coordinator	\$36,825	100%	25%	20%	\$7,365	\$7,365	\$10,920	\$33,015	
15	Employment Specialist/Coord	\$35,360	100%	100%	80%	\$28,288	\$28,288	\$25,740	\$110,604	
16	Case Manager/Employment Spe.	\$31,200	100%	100%	80%	\$24,960	\$24,960	\$25,740	\$100,620	
17	Instructor 1	\$37,440	100%	80%	64%	\$23,962	\$23,962	\$17,160	\$89,046	
18	Work Readiness Instructor	\$35,360	100%	20%	18%	\$6,365	\$6,365	\$7,113	\$19,095	
19	Instructor 2	\$39,520	100%	20%	18%	\$7,113	\$7,113		\$21,339	
20										
21										
22	TOTALS	\$325,705	7.00	3.65	2.86	\$104,213	\$104,213	\$104,213	\$79,560	\$392,199
23										
24	FRINGE BENEFIT RATE	25%							35%	
25	EMPLOYEE FRINGE BENEFITS					\$26,053	\$26,053	\$26,053	\$27,846	\$106,005
26										
27										
28	TOTAL SALARIES & BENEFITS					\$130,266	\$130,266	\$130,266	\$107,406	\$498,204
29	HSA #2									\$498,204

11/15/2007

Appendix A-1 – Services to be Provided
Catholic Charities CYO - HOMELESS EMPLOYMENT COLLABORATIVE
Grant period 10/1/2013 to 9/30/2016
Modification Extending Grant from 10/1/16 to 6/30/17 (9 months)

Modification date 10.1.16

NOTE: HUD criteria in *Italics* do not pertain to the Extension Period of 10/1/16 to 6/30/17 for this grant

I. Purpose of Grant

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by providing Job Search, Job Preparation Training, and Direct Placement services to homeless individuals.

II. Definitions

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Catholic Charities CYO St. Joseph's FAMILY CENTER
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Center on Juvenile and Criminal Justice, Community Housing Partnership, Goodwill, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment

Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

IV. Description of Services

Catholic Charities CYO shall provide job search, job preparation, and direct placement services to **twenty-five (25)** homeless individuals during a full year. **Nineteen (19) homeless individuals will be served during the extension period.** Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program.
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing.

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to the HSA with the required verification documents

attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

Grantee will provide job search, job preparation and direct placement services to **twenty-five (25)** participants residing in its family shelter, Saint Joseph's Family Shelter during a full service year. **Nineteen (19) homeless individuals will be served during the extension period.** The "Saint Joseph's Job Development Program" consists of 90 days of instruction and/or services in the following:

- Job search methods
- Internet
- Basic computer skills
- Developing cover letters and building resumes
- Interview preparation
- Direct Placement
- Case management

In addition, ninety (90) days of follow-up services will be provided to participants who are employed.

D. EXIT REQUIREMENTS

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 the HSA on the Change of Status Form (HSA-HEC 2).

V. Summary of Operations

Grantee will enroll twenty-five (25) participants, sixteen (16) of whom will be positively terminated: ten (10) placements and six (6) other positive terminations in a full service year. **Nineteen (19) homeless individuals will be enrolled during the extension period: eight (8) placements and fourteen (4) other positive terminations.**

A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HEC HMIS.

B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For the Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2).

Job Placement: Documentation for Unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to the HSA on the Change of Status Form (HEC 2) and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

VI. Location and Time of Services

The HEC services provided by the Grantee will be offered from 8:00a.m. to 5:00p.m.at the following site:

Catholic Charities CYO, St. Joseph's Family Center
899 Guerrero St.
San Francisco, CA 94110

VII. Grantee Responsibilities

A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension period this will be expanded to include individuals who were formerly**

homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.

2. **Annual Progress Report (APR)** – *All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45th day following the end of the operating year. After review by HSA, the APR is submitted to HUD.*
3. **Match** – *All HUD SHP funded projects are required to provide a cash or in kind match. THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH. Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:*

Supportive Services – 25% match (\$1 match for every \$4 SHP request)
4. **Personnel activity reports** - *Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.*
5. **Collaboratives and subcontractors** – *The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.*
6. **Homeless Management Information Systems (HMIS) Requirements** – *Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.*

7. **Transfer of Client Files** – *All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County’s existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.*
8. **Audits** – *All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.*

B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

VIII. Collective HEC Program Goals

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the nine month extension period the goal is to enroll 376 homeless individuals and place 174 into unsubsidized employment.**

IX. Collective HEC Outcome Goals

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*

5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

X. Service Objectives

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

- A. Grantee will enroll twenty-five (25) participants.

During the Extension period, the Grantee will meet the following Service Objectives:

- A. **Grantee will enroll nineteen (19) participants**

XI. Outcome Objectives

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

- A. Grantee will obtain ten (10) placements.

During the Extension period, the Grantee will meet the following Outcome Objectives:

- A. **Grantee will obtain eight (8) placements.**

XII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.

- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.

- C. Grantee will provide Ad Hoc reports as required by the Department.

- D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Alison.Schlageter@sfgov.org*

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XIII. Monitoring Activities

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

HUMAN SERVICES AGENCY BUDGET SUMMARY

Appendix B-1, Page 1
 Document Date: 9/15/2016

	A	B	C	D	E	F
1						
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	Provider Name					
5	Catholic Charities CYO - St. Joseph's Family Center			Term		
6				10/1/13-6/30/2017		
7	(Check One) New	Renewal	Modification	X		
8	Effective Date of Mod: 10/1/16 Mod No. 1					
9	Program: HEC					
10	Budget Reference Page No.(s)					
11	Program Term	10/1/13-09/30/14	10/1/14-09/30/15	10/1/15-9/30/16	EXTENSION BUDGET	Total
12	Expenditures					
13	Salaries & Benefits	\$22,746	\$22,686	\$22,686	\$13,352	\$81,471
14	Operating Expense	\$6,648	\$6,708	\$6,708	\$6,873	\$26,937
15	Subtotal	\$29,394	\$29,394	\$29,394	\$20,225	\$108,408
16	Indirect Percentage (%)				12.80%	12.8%
17	Indirect Cost (Line 15 X Line 16)				\$1,820	\$1,820
18	Capital Expenditure					
19	Total Expenditures	\$29,394	\$29,394	\$29,394	\$22,046	\$110,228
20	HSA Revenues					
21	HUD Funding	\$29,394	\$29,394	\$29,394		\$88,182
22	General Fund				\$22,046	\$22,046
23	TOTAL HSA REVENUES					
24		\$29,394	\$29,394	\$29,394	\$22,046	\$110,228
25	Other Revenues					
26						
27						
28						
29						
30						
31	Total Revenues	\$29,394	\$29,394	\$29,394	\$22,046	\$110,228
32	Full Time Equivalent (FTE)	0.5	0.5	0.5	0.2	
34	Prepared by:	Nella Goncalves / Delliah Perez		550-4478 ext. 220 / 972-1208		1/0/1900
35	HSA-CO Review Signature:					1/0/1900
36	HSA #1					1/0/1900

Salaries & Benefits Detail

1	A	B	C	D	E	F	G	H	I	J	EXTENSION BUDGET				
											10/1/13-09/30/14	10/1/14-09/30/15	10/1/15-9/30/16	10/1/2016-6/30/2017	10/1/13-6/30/2017
2	Program Name: HEC														
3	(Same as Line 9 on HSA #1)														
4															
5															
6															
7															
8															
9															
10															
11															
12	POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	PROJECT BUDGET	TOTAL							
13	Job Development Specialist	\$51,355	100%	20%	20%	\$17,390	\$19,708	\$19,708	\$19,708	\$10,271	\$67,077				
14															
15															
16															
17	TOTALS	\$51,355	1.00	0.20	0.20	\$17,390	\$19,708	\$19,708	\$19,708	\$10,271	\$67,077				
18	FRINGE BENEFIT RATE	14.99%				30.80%	15.11%	15.11%	15.11%	30.00%					
19	EMPLOYEE FRINGE BENEFITS	\$7,700				\$5,356	\$2,978	\$2,978	\$2,978	\$3,081	\$14,394				
20															
21															
22															
23	TOTAL SALARIES & BENEFITS	\$59,055				\$22,746	\$22,686	\$22,686	\$22,686	\$13,352	\$81,471				
24	HSA #2											1/0/1900			

Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
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3														
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Operating Expense Detail

BUDGET REVISION

10/1/13-09/30/14 10/1/14-09/30/15 10/1/15-9/30/16

EXTENSION BUDGET

10/1/2016-6/30/2017

Total Project Budget

10/1/13-6/30/2017

HSA #3

1/0/1900

**Appendix A-1 – Services to be Provided
Center on Juvenile and Criminal Justice - HOMELESS EMPLOYMENT
COLLABORATIVE**

Grant period 10/1/2013 to 9/30/2016

Modification Extending Grant from 10/1/16 to 6/30/17 (9 months)

Modification date 10.1.16

NOTE: HUD criteria in *Italics* do not pertain to the Extension Period of 10/1/16 to 6/30/17 for this grant

I. Purpose of Grant

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating a Job Search/Job Preparation Training and Direct Placement program (JSS/DP) for homeless ex-offenders.

II. Definitions

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Center on Juvenile and Criminal Justice
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Community Housing Partnership, Goodwill, Episcopal Community Services, Mission Hiring Hall, Center on Juvenile and Criminal Justice, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating

	employment opportunities for clients
Job Placement	The hiring of a client in paid employment
Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

IV. Description of Services

CJ CJ will operate a JSS/DP program for **one hundred four (104)** homeless individuals during a full year. **Eighty three (83) homeless individuals will be served during the extension period.** The program will prepare them for employment, to return to school, or to enroll and participate in an Occupational/Vocational Training program. Services include:

1. Recruitment
 2. Eligibility certification
 3. Assessment
 4. Enrollment in training and training completion certification
 5. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing
- Part of Awakening New Futures (job readiness) training is conducted in a classroom setting, and the other part is delivered via individual services.

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to the HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

Grantee will provide a JSS/DP program to **one hundred eleven (111)** participants on an open-entry-open-exit basis during a full service year. **Eighty three (83) homeless individuals will be served during the extension period.**

D. EXIT REQUIREMENTS

Participants will be considered to have successfully completed the training program when they have met one of the following exit requirements and the date of completion has been reported to the HSA on the Change of Status Form (HSA-HEC 2).

1. Self Esteem (8 hours)
2. Communication and Problem Solving (8 hours)
3. Application and Resume Development (8 hours)
4. Interviewing Skills (8 hours)
5. Obtaining and Keeping a Job (8 hours)
 - The above identified job readiness training components (utilized in the Awakening New Futures training) are delivered partially through a classroom setting and partially through individually delivered services.

In addition, ninety (90) days of follow-up services will be provided to participants who are employed.

V. **Summary of Operations**

Grantee will enroll **one hundred eleven (104)** participants, seventy-four (74) of whom will be positively terminated: fifty-six (56) placements and sixteen (16) other positive terminations in a full service year. **Eighty three (83) homeless individuals will be enrolled during the extension period: forty-four (44) placements and twenty two (22) other positive terminations.**

A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HEC HMIS.

B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For the Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2).

Job Placement: Documentation for Unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to the HSA on the Change of Status Form (HEC 2) and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

VI. Location and Time of Services

The HEC services provided by the Grantee will be offered Monday – Friday (excluding holidays) from 9:00 a.m. to 5:00p.m.at the following site(s):

9:00am – noon

Center on Juvenile and Criminal Justice’s Employment Services Space at the:
San Francisco Community Assessment Services Center
564 6th Street
San Francisco, CA 94103

Noon – 5:00pm

Center on Juvenile and Criminal Justice
40 Boardman Place
San Francisco, CA 94103

VII. Grantee Responsibilities

A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Program Certification of Homelessness” form provided by the Human Services Agency. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**
2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45th day following the end of the operating year. After review by HSA, the APR is submitted to HUD.
3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:

Supportive Services – 25% match (\$1 match for every \$4 SHP request)
4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaborative and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g.,

homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.

6. **Homeless Management Information Systems (HMIS) Requirements** – *Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.*
7. **Transfer of Client Files** – *All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.*
8. **Audits** – *All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.*

B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

VIII. Collective HEC Program Goals

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the nine month extension period the goal is to enroll 376 homeless individuals and place 174 into unsubsidized employment.**

IX. Collective HEC Outcome Goals

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

X. Service Objectives

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

- A. Grantee will enroll one hundred four (104) participants.

During the Extension period, the Grantee will meet the following Service Objectives:

- A. **Grantee will enroll eighty three (83) participants.**

XI. Outcome Objectives

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

- A. Grantee will obtain fifty-six (56) placements.

During the Extension period, the Grantee will meet the following Outcome Objectives:

- A. **Grantee will obtain forty-four (44) placements.**

XII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up

documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.

- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Alison.Schlageter@sfgov.org*

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XIII. Monitoring Activities

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
 BY PROGRAM**

	A	B	C	D	E	F
1						
2						
3						
4						
5	Name					Term
6	Center on Juvenile and Criminal Justice					10/1/13-6/30/17
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>	Modification X				
8	If modification, Effective Date of Mod. 10/1/16		No. of Mod. 1			
9	Program: HEC Program					
10	Budget Reference Page No.(s)					EXTENSION BUDGET
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	Total
12	Expenditures					
13	Support Services					
14	Salaries & Benefits	\$71,482	\$71,482	\$71,482	\$43,159	\$257,606
15	Operating Expense	\$59,058	\$59,058	\$59,058	\$41,976	\$219,150
16	Subtotal	\$130,540	\$130,540	\$130,540	\$85,134	\$476,754
17	Indirect Percentage				15%	
18	Indirect Expense				\$12,770	\$12,770
19	Total Expenditures	\$130,540	\$130,540	\$130,540	\$97,905	\$489,525
20	HSA Revenues					
21	McKinney-Vento Funding	\$130,540	\$130,540	\$130,540		\$391,620
22	General Fund				\$97,905	\$97,905
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES					
30		\$130,540	\$130,540	\$130,540	\$97,905	\$489,525
31	Other Revenues					
32	HUD Match Provided by Grantee	\$32,635	\$32,635	\$32,635	\$0	\$97,905
33						
34						
35						
36	Total Revenues	\$163,175	\$163,175	\$163,175	\$97,905	\$489,525
37	Full Time Equivalent (FTE)					
39	Prepared by:					Date
40	HSA-CO Review Signature:					Telephone No.:
41	HSA #1					11/15/2007

Support Services Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4	Program Name:												
5	(Same as Line 9 on HSA #1)												
6													
7													
8													
9													
10													
11													
12	Expenditure Category			TERM	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16			EXTENSION BUDGET		TOTAL	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$2,000	\$2,000	\$2,000			10/1/16-6/30/17	\$2,000	10/1/13-6/30/17	\$8,000
14	Office Supplies, Postage				\$2,500	\$2,500	\$2,500				\$900		\$8,400
15	Building Maintenance Supplies and Repair												
16	Printing and Reproduction				\$1,500	\$1,500	\$1,500				\$225		\$4,725
17	Insurance				\$2,500	\$2,500	\$2,500				\$2,500		\$10,000
18	Staff Training												
19	Transportation				\$250	\$250	\$250						\$750
20	Rental of Equipment				\$250	\$250	\$250				\$300		\$1,050
21	Food												
22	Child Care												
23	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
24													
25													
26													
27	OTHER												
28	Client support, training, food, etc				\$43,625	\$43,625	\$43,625				\$36,051		\$166,926
29	rent				\$6,433	\$6,433	\$6,433						\$19,299
30													
31	TOTAL OPERATING EXPENSE				\$59,058	\$59,058	\$59,058				\$41,976		\$219,150
32													
33	HSA #3												11/15/2007

**Appendix A-2 – Services to be Provided
Central City Hospitality House - HOMELESS EMPLOYMENT
COLLABORATIVE**

Grant period 10/1/2013 to 9/30/2016

Modification Extending Grant from 10/1/16 to 6/30/17 (9 months)

Modification date 10.1.16

NOTE: HUD criteria in *Italics* do not pertain to the Extension Period of 10/1/16 to 6/30/17 for this grant

I. Purpose of Grant

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating a Work Readiness Program (WRP) for homeless individuals.

II. Definitions

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Central City Hospitality House
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Center on Juvenile and Criminal Justice, Community Housing Partnership, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	The Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients

Job Placement	The hiring of a client in paid employment
Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

IV. Description of Services

Central City Hospitality House shall provide a Work Readiness Program to **thirty-six (36) homeless individuals during a full year. Twenty-seven (27) homeless individuals will be served during the extension period.** Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program.
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing.

In addition, CCHH will provide a key level of coordination within the collaborative and with employers to increase placement opportunities.

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to the HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

Grantee will provide Work Readiness Preparation services to **thirty-six (36)** participants on an open-entry, open-exit basis. **Twenty-seven (27) homeless individuals will be served during the extension period.**

In addition, ninety (90) days of follow-up services will be provided to participants who are employed.

D. EXIT REQUIREMENTS

Participants will be considered to have successfully completed the full range of individualized intensive case management services and this information has been reported to the HSA on the Change of Status Form (HSA-HEC 2).

V. **Summary of Goals**

Grantee will enroll thirty-six (36) participants, twenty-one (21) of whom will be positively terminated: thirteen (13) placements and eight (8) other positive terminations during a full year. **Twenty-seven (27) homeless individuals will be enrolled during the extension period: ten (10) placements and five (5) other positive terminations.**

A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS.

B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For the Grantee to receive

placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2).

Job Placement: Documentation for Unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form is:

- Copy of pay stub or
- Letter on business letterhead that includes Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to the HSA on the Change of Status Form (HEC 2) and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

VI. Location and Time of Services

The HEC services provided by the Grantee will be offered from 9:00 a.m. to 5:00p.m. at the following site:

Central City Hospitality House
146 Leavenworth Street
San Francisco, CA 94102

VII. Grantee Responsibilities

A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**
2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project,

the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45th day following the end of the operating year. After review by HSA, the APR is submitted to HUD.

3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:

Supportive Services – 25% match (\$1 match for every \$4 SHP request)

4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.
6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process

is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.

8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, *data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc.* Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

- B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

VIII. Collective HEC Program Goals

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the nine month extension period the goal is to enroll 376 homeless individuals and place 174 into unsubsidized employment.**

IX. Collective HEC Outcome Goals

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

X. Service Objectives

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

- A. Grantee will enroll thirty-six (36) participants.

During the Extension period, the Grantee will meet the following Service Objectives:

- A. **Grantee will enroll twenty-seven (27) participants.**

XI. Outcome Objectives

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

- A. Grantee will obtain thirteen (13) placements.

During the Extension period, the Grantee will meet the following Outcome Objectives:

- A. Grantee will obtain ten (10) placements.

XIII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Chris.Shaw@sfgov.org*

Eva Iraheta, Community Services Supervisor, E303
Workforce Development Division
Eva.Iraheta@sfgov.org
Phone: (415) 557-5638

Annyse Acevedo, Contracts Manager, GB13
Annyse.Acevedo@sfgov.org
Phone: (415) 557-5538

XIII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
 BY PROGRAM**

	A	B	C	D	E	F
1	Name					
2	Term					
3	10/1/13-6/30/17					
4	Central City Hospitality House					
5	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification X					
6	If modification, Effective Date of Mod. 10/1/16 No. of Mod. 2					
7	Program: HEC Program					
8	Budget Reference Page No.(s)					
9	Program Term					
10	Expenditures					
11	Support Services					
12	Salaries & Benefits					
13	Operating Expense					
14	Subtotal					
15	Indirect Expense					
16	Total Expenditures					
17	HSA Revenues					
18	McKinney-Vento Funding					
19	General Fund					
20	TOTAL HSA REVENUES					
21	Other Revenues					
22	HUD Match Provided by Grantee					
23	25%					
24						
25						
26						
27						
28						
29						
30	Total Revenues					
31	Full Time Equivalent (FTE)					
32	Prepared by: Mara Raider					
33	Telephone No.: 415-749-2144					
34	Date: 8/29/16					
35	HSA #1					

11/15/2007

**Appendix A-1 – Services to be Provided
Community Housing Partnership-HOMELESS EMPLOYMENT
COLLABORATIVE**

Grant period 10/1/2012 to 9/30/2016

Modification Extending Grant from 10/1/16 to 6/30/17 (9 months)

Modification date 10.1.16

NOTE: HUD criteria in *Italics* do not pertain to the Extension Period of 10/1/16 to 6/30/17 for this grant

I. Purpose of Grant

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating a Job Search, Job Preparation and Direct Placement Training Program (JSS/DP) for homeless.

II. Definitions

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Community Housing Partnership
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Center on Juvenile and Criminal Justice, Community Housing Partnership, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment
Job Placement	Job retention and career advancement services to assist the

Follow-up	client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

IV. Description of Services

*Community Housing Partnership shall provide a Job Search and Job Preparation Training Program to **fifty six (56)** homeless individuals per year during a full year. **Forty two (42)** homeless individuals will be served during the extension period. Services include:*

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program.
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing.

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to the HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the

individual's eligibility has been established. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

Grantee will provide Desk Clerk Skills and Job Search training to **fifty six (56) participants per year on an open-entry-open-exit basis. Forty two (42) homeless individuals will be served during the extension period**

D. EXIT REQUIREMENTS

Participants will be considered to have successfully completed the training program when they have met the following exit requirements and the date of completion has been reported to the HSA on the Change of Status Form (HSA-HEC 2).

1. Satisfactory completion of the Work Readiness and Interest Assessment phase.
2. Satisfactory completion of the Occupational Skills Preparation phase.
3. Satisfactory completion of the Job Search Training and Job Preparation phase.

V. Summary of Operations

On an annual basis, Grantee will enroll fifty six (56) participants, forty-five (45) of whom will be positively terminated: thirty five (35) placements and ten (10) positive terminations. **Forty two (42) homeless individuals will be served during the extension period with twenty six (26) placements and nine (9) positive terminations.**

A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS.

B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For the Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2).

Job Placement: Documentation for Unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to the HSA on the Change of Status Form (HEC 2) and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

VI. Location and Time of Services

The HEC services provided by the Grantee will be offered from 9:00 a.m. to 5:00p.m.at the following site:

Community Housing Partnership
20 Jones St, Suite 200
San Francisco, CA 94102

VII. Grantee Responsibilities

A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless according to the HUD definition of Homelessness (See Attachment A-1) in order to receive assistance under the HUD McKinney-Vento Supportive Homeless Assistance grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**
2. *Annual Progress Report (APR)* – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by

the 45th day following the end of the operating year. After review by HSA, the APR is submitted to HUD.

3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:

Supportive Services – 25% match (\$1 match for every \$4 SHP request)

4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.
6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.

8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, *data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc.* Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

- B. **PROGRAM REQUIREMENTS** – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

VIII. Collective HEC Program Goals per year

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the nine month extension period the goal is to enroll 376 homeless individuals and place 174 into unsubsidized employment.**

IX. Collective HEC Outcome Objectives per year

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

X. Service Objectives

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

- A. *Grantee will enroll fifty six (56) participants.*

During the Extension period, the Grantee will meet the following Service Objectives:

- A. **Grantee will enroll forty two (42) participants.**

XI. Outcome Objectives

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

- A. *Grantee will obtain thirty five (35) placements.*

During the Extension period, the Grantee will meet the following Outcome Objectives:

- A. **Grantee will obtain twenty six (26) placements.**

XII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Chris.Shaw@sfgov.org*

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XIII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
 BY PROGRAM**

	A	B	C	D	E	F
1						
2						
3						
4						
5	Name			Term		
6	Community Housing Partnership			10/1/13-6/30/17		
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification X					
8	If modification, Effective Date of Mod. 10/1/16			No. of Mod. 1		
9	Program: Homeless Employment Collaborative				EXTENSION BUDGET	
10	Budget Reference Page No.(s)	HSA Budget	HSA Budget	HSA Budget	HSA Budget	Total
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-9/30/17	10/1/13-6/30/17
12	Expenditures					
13	Salaries & Benefits	\$97,724	\$66,825	\$48,827	\$47,941	\$261,317
14	Operating Expense	\$17,440	\$5,507	\$8,755	\$6,319	\$38,021
15	Indirect 10%				\$5,427	\$5,427
16	Subtotal	\$115,164	\$72,332	\$57,582	\$59,687	\$304,765
17						
18						
19						
20	Total Expenditures	\$115,164	\$72,332	\$57,582	\$59,687	\$304,765
21	HSA Revenues					
22						
23	HUD Funding	\$115,164	\$72,332	\$57,582	\$59,687	\$245,078
24	General Funds					\$59,687
25						
26						
27	TOTAL HSA REVENUES	\$115,164	\$72,332	\$57,582	\$59,687	\$304,765
28	Other Revenues					
29						
30						
31						
32						
33	Total Revenues	\$115,164	\$72,332	\$57,582	\$59,687	\$304,765
34	Full Time Equivalent (FTE)	1.65	0.94	89%		
36	Prepared by: Minyi Jiang, Staff Accountant - Corporate		Telephone No.: 415.852.5327			Date: 11/30/2015
37	HSA-CO Review Signature:					
38	HSA #1					11/15/2007

Salaries & Benefits Detail

EXTENSION BUDGET
 10/1/13-9/30/14 10/1/14-9/30/15 10/1/15-9/30/16 10/1/16-6/30/17

B	C	D	E	F	G	H	I	J	K	
										Agency Totals
11	POSITION TITLE FY 14-15	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	10/1/13-6/30/17
12	Workforce Services Manager	\$63,370	100%			\$12,363	\$6,836			\$19,199
13	N/A	\$0	0%			\$19,206				\$19,206
14	Trainer (Workforce Services)	\$43,493	100%	20%	20%	\$8,873	\$13,243	\$8,885	\$8,699	\$39,700
15	Trainer (Workforce Services)	\$42,615	100%	25%	20%	\$8,528	\$9,758	\$10,408	\$8,523	\$37,217
16	Empl Case Manager (1)	\$36,400	100%	22%	30%	\$10,660	\$10,539	\$8,176	\$10,920	\$40,295
17	Empl Case Manager (1)	\$36,400	100%	22%	24%			\$8,322	\$8,736	\$17,058
18	Employment & Retention Specialist	\$36,400	100%				\$9,100			\$9,100
19	Program Partnerships Manager	\$65,633	100%			\$9,321	\$4,151			\$13,472
20	N/A	\$0	0%			\$7,389				\$7,389
21										
22										
23										
24										
25	TOTALS	\$324,310	700%	89%	94%	\$76,340	\$53,627	\$35,791	\$36,877	\$202,636
26	FRINGE BENEFIT RATE									
27		38%								
28	EMPLOYEE FRINGE BENEFITS	\$123,238				\$21,384	\$13,198	\$13,036	\$11,063	\$58,681
29										
30										
31	TOTAL SALARIES & BENEFITS	\$447,548				\$97,724	\$66,825	\$48,827	\$47,941	\$261,317
32	HSA #2									\$261,317

15

Appendix A-1 – Services to be Provided
Episcopal Community Services - HOMELESS EMPLOYMENT
COLLABORATIVE
Grant period 10/1/2013 to 9/30/2016
Modification Extending Grant from 10/1/16 to 6/30/17 (9 months)
Modification date 10.1.16

NOTE: HUD criteria in *Italics* do not pertain to the Extension Period of 10/1/16 to 6/30/17 for this grant

I. Purpose of Grant

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating an Adult Basic Education Program (ABE).

II. Definitions

ABE	Adult Basic Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Episcopal Community Services
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Center on Juvenile and Criminal Justice, Central City Hospitality House, Community Housing Partnership, Goodwill, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment

Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

IV. Description of Services

Episcopal Community Services shall provide ABE to **eighty-one (81) homeless individuals per full year during the term of the grant. Sixty-one (61) homeless individuals will be served during the extension period.**

Services to be provided to include:

1. Recruitment and
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program.
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing.

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to the HSA with the required verification documents

attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

Grantee will provide basic, remedial education training to **eighty-one (81)** participants per year on an open-entry-open-exit basis during a full service year. **Sixty-one (61) homeless individuals will be served during the extension period.** Services include:

- Basic Skills Reading or Math t: Increased score of 5 points (lower level) or 3 points (higher level) on the CASAS Reading or Math Test.
- GED/HiSet Component: Passing score on one GED/HiSet Predictor Test or official GED/HiSet sub-test.
- Completion of Mastery Test of one class segment on Plato software program
- Completion of one unit on Lexia Reading software program
- Completion of 1 unit of high school credit (through Five Keys Charter School)
- Completion of Computer Class

D. EXIT REQUIREMENTS

Participants will be considered to have successfully completed the training program when they have met one of the following exit requirements and the date of completion has been reported to the HSA on the Change of Status Form (HSA-HEC 2).

V. Summary of Operations

On an annual basis, Grantee will enroll eighty-one (81) participants, forty-seven (47) of whom will be positively terminated: eleven (11) placements and thirty-six (36) other positive terminations / Skill Gains. **Sixty-one (61) homeless individuals will be served during the extension period, with eight (8) placements and twenty-seven (27) other positive terminations.**

A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS.

B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have

90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For the Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2).

Job Placement: Documentation for Unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to the HSA on the Change of Status Form (HEC 2) and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

VI. Location and Time of Services

The HEC services provided by the Grantee will be offered from 9:00a.m. to 3:00p.m. at the following site:

Episcopal Community Services
165 Eighth Street
San Francisco, CA 94103

VII. Grantee Responsibilities

A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless according to the HUD definition of Homelessness (See Attachment A-1) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney-Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous**

homelessness and a copy of a letter or contract from the Supportive Housing residency.

2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45th day following the end of the operating year. After review by HSA, the APR is submitted to HUD.
3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:

Supportive Services – 25% match (\$1 match for every \$4 SHP request)
4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.
6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing

sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.

8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, *data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc.* Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

- B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

VIII. Collective HEC Program Goals per year

The goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training.
3. To enroll into school or another training program 100 homeless individuals.
4. **NOTE: During the nine month extension period the goal is to enroll 376 homeless individuals and place 174 into unsubsidized employment.**

IX. Collective HEC Outcome Objectives per year

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

X. Service Objectives

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

- A. Grantee will enroll eighty one (81) participants.

During the Extension period, the Grantee will meet the following Service Objectives:

- A. Grantee will enroll sixty-one (61) participants.

XI. Outcome Objectives

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

- A. Grantee will obtain eleven (11) placements.

During the Extension period, the Grantee will meet the following Outcome Objectives:

- A. Grantee will obtain eight (8) placements.

XII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall lead the collaborative in providing data for the HUD Annual Performance Report (APR).*

- E. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Alison.Schlageter@sfgov.org*

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XIII. Monitoring Activities

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

HUMAN SERVICES AGENCY BUDGET SUMMARY

Appendix B-2, Page 1
Document Date: 9/12/2016

	A	B	C	D	E	F
1						
2						
3						
4						
5	Provider Name					Term
6	Episcopal Community Services of San Francisco					10/1/13-6/30/17
7	(Check One) <input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal	Modification X				
8	Effective Date of Mod: 10/1/16 Mod No. 2					
9	Program: Homeless Employment Collaborative					
10	Budget Reference Page No.(s)			EXTENSION BUDGET		Total
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	10/1/13-6/30/17
12	Expenditures					
13	Salaries & Benefits	\$127,413	\$123,560	\$133,328	\$103,913	\$488,214
14	Operating Expense	\$24,615	\$28,468	\$18,700	\$0	\$71,783
15	Subtotal	\$152,028	\$152,028	\$152,028	\$103,913	\$559,997
16	Administrative Fee	\$2,249	\$3,149	\$3,149		\$8,547
17	Indirect Cost Rate (12%)				\$12,470	\$12,470
18						
19	Total Expenditures	\$154,277	\$155,177	\$155,177	\$116,383	\$581,014
20	HSA Revenues					
21	HUD Funds	\$154,277	\$155,177	\$155,177		\$464,631
22	General Funds				\$116,383	\$116,383
23						
24						
25	TOTAL HSA REVENUES	\$154,277	\$155,177	\$155,177	\$116,383	\$581,014
26	Other Revenues					
27						
28						
29						
30						
31	Total Revenues	\$154,277	\$155,177	\$155,177	\$116,383	\$581,014
32	Full Time Equivalent (FTE)					
34	Prepared by: Evelyn L. Lam	Telephone No.: 415 487-3300 X1214			09/12/16	
35	HSA-CO Review Signature:					
36	HSA #1					4/15/2010

Program Name: HEC
(Same as Line 9 on HSA #1)

Salaries & Benefits Detail

A	B	C	D	E	F	G	H	I	J	
										Agency Totals
1	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	10/1/13 - 6/30/17
12	Director	\$94,660	100%	25%	25%	\$21,734	\$14,800	\$18,430	\$14,419	\$69,383
14	Mgr of Adult Educ & CHEFS Supp Svs	\$70,470	100%	42%	42%	\$18,419	\$21,100	\$23,050	\$18,034	\$80,603
15	Instructor II	\$53,319	100%	20%	20%	\$7,658	\$7,658	\$8,310	\$6,498	\$30,124
16	Instructor III	\$53,055	100%	80%	80%	\$30,037	\$30,037	\$31,750	\$25,862	\$117,686
17	Employment Specialist	\$49,000	100%	30%	30%	\$10,336	\$10,736	\$11,050	\$8,957	\$41,079
18										
19										
20										
21	TOTALS		5.000	1.970	1.970	\$88,184	\$84,331	\$92,590	\$73,770	\$338,875
22	FRINGE BENEFIT RATE								40.86%	
23	EMPLOYEE FRINGE BENEFITS					\$39,229	\$39,229	\$40,738	\$30,143	\$149,339
24										
25										
26										
27	TOTAL SALARIES & BENEFITS					\$127,413	\$123,560	\$133,328	\$103,913	\$488,214
28	HSA #2									4/15/2010

Appendix A-2 – Services to be Provided
Mission Hiring Hall - HOMELESS EMPLOYMENT COLLABORATIVE
Grant period 10/1/2013 to 9/30/2016
Modification Extending Grant from 10/1/16 to 6/30/17 (9 months)
Modification date 10.1.2016

NOTE: HUD criteria in *Italics* do not pertain to the Extension Period of 10/1/16 to 6/30/17 for this grant

I. Purpose of Grant

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating Job Search/Job Preparation Training and Direct Placement program (JSS/DP).

II. Definitions

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Mission Hiring Hall
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Center on Juvenile and Criminal Justice, Community Housing Partnership, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment
Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions

Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.

IV. Description of Services

Mission Hiring Hall, Inc. will operate a JSS/DP program for *sixty two (62)* homeless individuals during each full year of the term of the grant. **Forty-seven (47) homeless individuals will be served during the extension period.** The program will prepare them for employment, to return to school, or to enroll and participate in an Occupational/Vocational Training program. Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to the HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

Grantee will provide a JSS/DP program to *sixty two (62)* participants on an open-entry-open-exit basis in a full year. **Forty-seven (47) homeless individuals will be served during the extension period.**

Satisfactory completion of fifty-six (56) hours of Job Readiness Workshops to include:

- Participant Roles and Expectations
- Motivation and Commitment
- Addressing Personal Issues
- Job Seeking Tools and Preparation
- Job Search and Job Interviews
- Job Retention and Job Evaluations

D. EXIT REQUIREMENTS

Participants will be considered to have successfully completed the training program when they have met one of the following exit requirements and the date of completion has been reported to the HSA on the Change of Status Form (HSA-HEC 2).

V. **Summary of Operations**

Grantee will enroll forty-six (46) participants, forty-two (32) of whom will be positively terminated: twenty-two (22) placements and ten (10) other positive terminations. **Thirty-five (35) homeless individuals will be served during the extension period, with sixteen (16) placements and eight (8) other positive terminations.**

A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS.

B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For the Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2).

Job Placement: Documentation for Unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to the HSA on the Change of Status Form (HEC 2) and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

VI. **Location and Time of Services**

The HEC services provided by the Grantee will be offered from 8:00a.m. to 5:00p.m.at the following site:

Mission Hiring Hall
288 7th Street
San Francisco, CA 94103

VII. **Grantee Responsibilities**

A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**
2. **Annual Progress Report (APR)** – *All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA*

review. The APR is due to HSA by the 45th day following the end of the operating year. After review by HSA, the APR is submitted to HUD.

3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:

Supportive Services – 25% match (\$1 match for every \$4 SHP request)

4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.
6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.

8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, *data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc.* Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

- B. **PROGRAM REQUIREMENTS** – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

VIII. Collective HEC Program Goals

The goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the nine month extension period the goal is to enroll 376 homeless individuals and place 174 into unsubsidized employment.**

IX. Collective HEC Outcome Goals

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

X. Service Objectives

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

- A. Grantee will enroll forty-six (46) participants.

During the Extension period, the Grantee will meet the following Service Objectives:

- A. Grantee will enroll thirty-five (35) participants.**

XI. Outcome Objectives

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

- A. Grantee will obtain twenty-two (22) placements.

During the Extension period, the Grantee will meet the following Outcome Objectives:

- A. Grantee will obtain sixteen (16) placements.**

XII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Chris.Shaw@sfgov.org*

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XIII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

HUMAN SERVICES AGENCY BUDGET SUMMARY

	A	B	C	D	E	F
1						
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4						
5	Provider Name			Term		
6	Mission Hiring Hall			10/1/13 - 6/30/17		
7	(Check One)	New <input type="checkbox"/>	Renewal <input checked="" type="checkbox"/>	Modification X		
8	Effective Date of Mod: 10/1/16 Mod No. 1					
9	Program: Homeless Employment Collaborative					
10	Budget Reference Page No.(s)				EXTENSION BUDGET	Total
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	10/1/13 - 6/30/17
12	Expenditures					
13	Salaries & Benefits	\$66,092	\$95,057	\$86,054	\$39,616	\$286,819
14	Operating Expense	\$7,847	\$7,782	\$16,785	\$13,317	\$45,731
15	Subtotal	\$73,939	\$102,839	\$102,839	\$52,933	\$332,560
16	Indirect Cost Percentage				14.5%	
17	Indirect Cost				\$7,696	\$7,696
18						
19	Total Expenditures	\$73,939	\$102,839	\$102,839	\$60,629	\$340,246
20	HSA Revenues					
21	HUD Funding	\$73,939	\$102,839	\$102,839		\$279,617
22	General Fund				\$60,629	\$60,629
23						
24						
25	TOTAL HSA REVENUES	\$73,939	\$102,839	\$102,839	\$60,629	\$340,246
26	Other Revenues					
27						
28						
29						
30	Total Revenues	\$73,939	\$102,839	\$102,839	\$60,629	\$340,246
31	Full Time Equivalent (FTE)					
33	Prepared by:	Telephone No.:				Date 9/16/16
34	HSA-CO Review Signature:					
35	HSA #1					2/11/2016

Salaries & Benefits Detail

EXTENSION BUDGET

1	A	B	C	D	E	F	G	H	I	J	
											Agency Totals
2	Program Name: HEC										
3	(Same as Line 9 on HSA #1)										
4	Program Name: HEC										
5	(Same as Line 9 on HSA #1)										
6	EXTENSION BUDGET										
7	10/1/13-9/30/14 10/1/14-9/30/15 10/1/15-9/30/16 10/1/16-6/30/17										
8	10/1/13-9/30/14 10/1/14-9/30/15 10/1/15-9/30/16 10/1/16-6/30/17										
9	10/1/13-9/30/14 10/1/14-9/30/15 10/1/15-9/30/16 10/1/16-6/30/17										
10	10/1/13-9/30/14 10/1/14-9/30/15 10/1/15-9/30/16 10/1/16-6/30/17										
11	10/1/13-9/30/14 10/1/14-9/30/15 10/1/15-9/30/16 10/1/16-6/30/17										
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	TOTAL				
13	General Manager	\$66,000	100%	9.0%	9.0%	\$0	\$5,246	\$3,554	\$0	\$8,800	
14	Program Manager	\$50,000	100%	23%	23%	\$10,696	\$10,562	\$24,213	\$18,269	\$63,740	
15	Program Counselor	\$43,000	100%	93%	93%	\$30,577	\$37,253	\$18,793	\$0	\$86,623	
16	Program Counselor	\$43,000	100%	5%	5%	\$0	\$1,846	\$4,631	\$0	\$6,477	
17	Program Counselor	\$39,800	100%	21%	21%	\$0	\$7,200	\$10,715	\$5,817	\$23,732	
18	Program Counselor	\$38,000	100%	3%	3%	\$0	\$1,315	\$0	\$0	\$1,315	
19	Receptionist / Data Entry	\$32,000	100%	27%	27%	\$9,597	\$8,613	\$4,745	\$5,700	\$28,655	
20											
21	TOTALS	\$311,800	7.00	1.81	1.81	\$50,870	\$72,035	\$66,651	\$29,786	\$219,342	
22	FRINGE BENEFIT RATE	32.00%									
23	EMPLOYEE FRINGE BENEFITS	\$99,776				\$15,222	\$23,022	\$19,403	\$9,829	\$67,477	
24	TOTAL SALARIES & BENEFITS	\$411,576				\$66,092	\$95,057	\$86,054	\$39,616	\$286,819	
25	HSA #2									\$211/2016	
26											
27											
28											

Appendix A-1 – Services to be Provided
Swords to Plowshares - HOMELESS EMPLOYMENT COLLABORATIVE
Grant period 10/1/2013 to 9/30/2016
Modification Extending Grant from 10/1/16 to 6/30/17 (9 months)
Modification date 10.1.16

NOTE: HUD criteria in *Italics* do not pertain to the Extension Period of 10/1/16 to 6/30/17 for this grant

I. Purpose of Grant

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating a Job Search/Job Preparation and Direct Placement (JSS/DP) program for homeless veterans.

II. Definitions

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Swords to Plowshares
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Center for Juvenile and Criminal Justice Community Housing Partnership, Goodwill, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment

Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

IV. Description of Services

Grantee shall provide JSS/DP for **thirty-nine (39)** homeless individuals per year during each full year of the term of the grant. **Thirty-eight (38) homeless individuals will be served during the extension period.** Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to the HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the

individual's eligibility has been established. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

Grantee will provide Job Search/Job Preparation and Direct Placement to **thirty-nine (39)** participants per full year on an open-entry-open-exit basis. **Thirty-eight (38) homeless individuals will be served during the extension period.** Services include:

1. Job Counseling & Career Planning
2. Interest & Skills Inventory
3. Interview Preparation
4. Resumes & Job Preparation
5. Work Ethics & Money Management
6. Job Search Techniques & Resources

D. EXIT REQUIREMENTS

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 the HSA on the Change of Status Form (HSA-HEC 2).

V. Summary of Goals

On an annual basis, Grantee will enroll thirty-nine (39) participants, twenty-five (25) of whom will be positively terminated: twenty-three (23) placements and two (2) other positive terminations. **Thirty-eight (38) homeless individuals will be served during the extension period, with twenty-three (23) placements and two (2) other positive terminations.**

A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS.

B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the

program for a minimum of thirty (30) calendar days. For the Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2).

Job Placement: Documentation for Unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to the HSA on the Change of Status Form (HEC 2) and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

VI. Location and Time of Services

The HEC services provided by the Grantee will be offered from 9:00a.m. to 5:00p.m.at the following site:

Swords to Plowshares
1060 Howard Street
San Francisco, CA 94103

VII. Grantee Responsibilities

A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless according to the HUD definition of Homelessness (See Attachment A-1) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**

2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45th day following the end of the operating year. After review by HSA, the APR is submitted to HUD.

3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:

Supportive Services – 25% match (\$1 match for every \$4 SHP request)

4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.

5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.

6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.

7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for

the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.

8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

- B. **PROGRAM REQUIREMENTS** – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

VIII. Collective HEC Program Goals per year

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the nine month extension period the goal is to enroll 376 homeless individuals and place 174 into unsubsidized employment.**

IX. Collective HEC Outcome Goals per year

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

X. Service Objectives

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

- A. Grantee will enroll thirty nine (39) participants.

During the Extension period, the Grantee will meet the following Service Objectives:

- A. **Grantee will enroll thirty-eight (38) participants.**

XI. Outcome Objectives

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

- A. Grantee will obtain twenty-three (23) placements.

During the Extension period, the Grantee will meet the following Outcome Objectives:

- A. **Grantee will obtain twenty three (23) placements.**

XII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- C. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.
- D. Grantee will provide Ad Hoc reports as required by the Department.
- E. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Alison.Schlageter@sfgov.org*

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XIII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

	A	B	C	D	E	F
1						
2						
3						
4	HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM					
5	Name				Term	
6	Swords to Plowshares				10/1/13-6/30/17	
7	(Check One)	New <input type="checkbox"/>	Renewal <input checked="" type="checkbox"/>	Modification X		
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: HEC					
10	Budget Reference Page No.(s)					
11	Program Term	10/1/13-9/30/14	10/1/14-9/40/15	10/1/15-9/30/16	10/1/16-6/30/17	10/1/13-6/30/17
12	Expenditures					
13	Support Services					
14	Salaries & Benefits	\$75,723	\$75,723	\$75,723	\$50,432	\$277,601
15	Operating Expense	\$5,450	\$5,450	\$5,450	\$3,669	\$20,019
16	Subtotal	\$81,173	\$81,173	\$81,173	\$54,101	\$297,620
17	Indirect - 12.53%				\$6,779	\$6,779
18	Total Expenditures	\$81,173	\$81,173	\$81,173	\$60,880	\$304,399
19	HSA Revenues					
20	Mckinney-Vento Funding	\$81,173	\$81,173	\$81,173		\$243,519
21	General Fund				\$60,880	\$60,880
22						
23						
24						
25						
26						
27						
28	TOTAL HSA REVENUES					
29	Other Revenues					
30	HUD Match Provided by Grantee	25%	\$20,293	\$20,293	\$20,293	\$0
31						\$60,880
32						
33						
34						
35	Total Revenues	\$101,466	\$101,466	\$101,466	\$60,880	\$365,279
36	Full Time Equivalent (FTE)					
38	Prepared by: Rose Mallamo					
39	HSA-CO Review Signature: _____ Telephone No.: 415 252-4787, ext 362 Date: 9/7/2016					
40	HSA #1 _____					

Support Services Salaries & Benefits Detail

EXTENSION BUDGET

1	A	B	C	D	E	F	G	H	I	J
2										
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29										

10/1/13-9/30/14 10/1/14-9/30/15 10/1/15-9/30/16 10/1/16-6/30/17

TOTAL

10/1/13-6/30/17

11/15/2007

Support Services Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4	Program Name: HEC												
5	(Same as Line 9 on HSA #1)												
6													
7													
8													
9													
10													
11													
12	Expenditure Category			TERM	10/1/13-9/30/14		10/1/14-9/40/15		10/1/15-9/30/16		10/1/16-6/30/17		TOTAL
13	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$1,500		\$1,500		\$1,500		\$881		\$5,381
14	Office Supplies, Postage				\$1,000		\$1,000		\$1,000		\$693		\$3,693
15	Building Maintenance Supplies and Repair				\$900		\$900		\$900		\$810		\$3,510
16	Printing and Reproduction				\$150		\$150		\$150		\$90		\$540
17	Insurance				\$375		\$375		\$375		\$180		\$1,305
18	Staff Training												
19	Transportation												
20	Rental of Equipment				\$25		\$25		\$0		\$15		\$65
21	Food												
22	Child Care												
23	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
24													
25	OTHER												
26	Client Activities				\$1,500		\$1,500		\$1,525		\$1,000		\$5,525
27													
28													
29	TOTAL OPERATING EXPENSE				\$5,450		\$5,450		\$5,450		\$3,669		\$20,019
30													
31	HSA #3												11/15/2007

**Appendix A-2 – Services to be Provided
Toolworks, Inc. - HOMELESS EMPLOYMENT COLLABORATIVE**

Grant period 10/1/2013 to 9/30/2016

Modification Extending Grant from 10/1/16 to 6/30/17 (9 months)

Modification date 10.1.16

NOTE: HUD criteria in *Italics* do not pertain to the Extension Period of 12/1/16 to 6/30/17 for this grant

I. Purpose of Grant

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating an On-the-Job Training Program (OJT) for homeless individuals who are disabled.

II. Definitions

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Toolworks, Inc.
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Center on Juvenile and Criminal Justice, Central City Hospitality House, Community Housing Partnership, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment
Job Placement	Job retention and career advancement services to assist the

Follow-up	client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

IV. Description of Services

*Toolworks shall provide on-the Job training for **twenty-five (25) homeless individuals per year during each full year of the term of the grant. Nineteen (19) homeless individuals will be served during the extension period.** Services include:*

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to the HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the

individual's eligibility has been established. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

*Grantee will provide On-the-Job training to **twenty-five (25) participants per full year for Janitorial Training. Nineteen (19) homeless individuals will be served during the extension period. Participants will receive paid skills training and on-site supervision and assessment during the 10-week open-entry open exit program. Components of the program are as follows:***

- Basic commercial janitorial skills
 - a. Office cleaning
 - b. Restroom cleaning
 - c. Floor care
 - d. Use of chemicals
 - e. Safety practices

- Work Readiness Training
 - a. Attendance and Punctuality
 - b. Workplace social skills
 - c. Hygiene
 - d. Ability to work with others
 - e. Work quality and productivity

- Job Seeking Skills

D. EXIT REQUIREMENTS

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 the HSA on the Change of Status Form (HSA-HEC 2).

V. Summary of Goals

On an annual basis, Grantee will enroll twenty-five (25) participants, nineteen (19) of whom will be positively terminated: sixteen (16) placements and three (3) other positive terminations. **Nineteen (19) homeless individuals will be served during the extension period, with twelve (12) placements and two (2) other positive terminations.**

A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS.

B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For the Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2).

Job Placement: Documentation for Unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to the HSA on the Change of Status Form (HEC 2) and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

VI. **Location and Time of Services**

The HEC services provided by the Grantee will be offered from 8:30 a.m. to 4:30 p.m. at the following site:

Toolworks, Inc
25 Kearny Street, Suite 400
San Francisco, CA 94108

VII. **Grantee Responsibilities**

A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless according to the HUD definition of Homelessness (See Attachment A-1) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented

using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**

2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45th day following the end of the operating year. After review by HSA, the APR is submitted to HUD.
3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:

Supportive Services – 25% match (\$1 match for every \$4 SHP request)
4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU’s as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.

6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.
8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

- B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

VIII. Collective HEC Program Goals per year

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the nine month extension period the goal is to enroll 376 homeless individuals and place 174 into unsubsidized employment.**

IX. Collective HEC Outcome Goals per year

1. Grantee will achieve a minimum 45% job placement rate.
2. A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.
3. A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.

4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

X. Service Objectives

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

- A. *Grantee will enroll twenty-five (25) participants.*

During the Extension period, the Grantee will meet the following Service Objectives:

- A. **Grantee will enroll nineteen (19) participants.**

XI. Outcome Objectives

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

- A. *Grantee will obtain sixteen (16) placements.*

During the Extension period, the Grantee will meet the following Outcome Objectives:

- A. **Grantee will obtain twelve (12) placements.**

XII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.
- C. Grantee will provide Ad Hoc reports as required by the Department.

D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Chris.Shaw@sfgov.org*

**Eva Iraheta, Community Services Supervisor, E303
Workforce Development Division
Eva.Iraheta@sfgov.org
Phone: (415) 557-5638**

**Annyse Acevedo, Contracts Manager, GB13
Annyse.Acevedo@sfgov.org
Phone: (415) 557-5538**

XIII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

HUMAN SERVICES AGENCY BUDGET SUMMARY

Appendix B-3, Page 1
 Document Date: 9/20/2016

	A	B	C	D	E	F
1						
2						
3						
4						
5	Provider Name				Term	
6	Toolworks	<input type="checkbox"/>		10/1/13 - 6/30/17		
7	(Check One) New	Renewal	Modification X			
8	Effective Date of Mod: 10/1/16 Mod No. 3					
9	Program: Homeless Employment Collaborative					
10	Budget Reference Page No.(s)	HSA Budget	HSA Budget	HSA Budget	HSA Budget	Total
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	10/1/13 - 6/30/17
12	Expenditures					
13	Salaries & Benefits	\$44,609	\$73,041	\$58,291	\$43,718	\$219,659
14	Operating Expense	\$0	\$0	\$0	\$0	\$0
15	Subtotal	\$44,609	\$73,041	\$58,291	\$43,718	\$219,659
16						
17						
18						
19	Total Expenditures	\$44,609	\$73,041	\$58,291	\$43,718	\$219,659
20	HSA Revenues					
21	HUD Funding	\$44,609	\$73,041	\$58,291		\$175,941
22	General Fund				\$43,718	\$43,718
23						
24	TOTAL HSA REVENUES	\$44,609	\$73,041	\$58,291	\$43,718	\$219,659
25	Other Revenues					
26						
27						
28						
29						
30	Total Revenues	\$44,609	\$73,041	\$58,291	\$58,291	\$219,659
31	Full Time Equivalent (FTE)				1.16	
33	Prepared by: Kristy Feck	415-733-0990			9/20/2016	
34	HSA-CO Review Signature:					
35	HSA #1					

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J
1	Program Name: HEC									
2	(Same as Line 9 on HSA #1)									
3										
4										
5										
6										
7										
8										
9										
10										
11										
12	POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	For HSA Program % FTE	Adjusted FTE	Total Program HEC Budgeted Salary	Total Program HEC Budgeted Salary	Total Program HEC Budgeted Salary	Total Program HEC Budgeted Salary	Total Total Program
13	Job Coach (Oxley)	\$44,021	100%	69%	68.78%	\$24,000	\$30,456	\$30,276	\$22,707	\$107,439
14	Job Developer (Marzell)	\$59,891	100%	47%	46.78%	\$20,609	\$30,130	\$28,015	\$21,011	\$99,765
15	Vice President	\$85,000	100%	0%	0%		\$12,455		\$0	\$12,455
16										
17										
18	TOTALS	\$188,912	3.00	1.16	1.16	\$44,609	\$73,041	\$58,291	\$43,718	\$219,659
19	FRINGE BENEFIT RATE	25.00%								
20	EMPLOYEE FRINGE BENEFITS	\$47,228				\$0	\$0	\$0	\$0	\$0
21										
22										
23										
24	TOTAL SALARIES & BENEFITS	\$236,140				\$44,609	\$73,041	\$58,291	\$43,718	\$219,659
25	HSA #2									

EXTENSION BUDGET

10/1/13-9/30/14 #REF! 10/1/15-9/30/16 10/1/16-6/30/17 10/1/13-6/30/17

Attachment A-1
McKinney Vento Definition of Homelessness

Category 1: Individuals and families who lack a fixed, regular, and adequate nighttime residence. This includes:

- i. Individuals and families sleeping in locations not intended for permanent human habitation such as cars, parks, abandoned buildings, bus or train stations, airports, and camping grounds.
- ii. Individuals and families living in supervised, publicly or privately operated emergency shelters, transitional housing designed to provide temporary living arrangements, and hotels and motels paid for by charitable organizations or by Federal, State, or local government programs.
- iii. People who have spent up to 90 days in a prison, jail, hospital or other institution who were living in an emergency shelter or in a place not meant for human habitation before entering the institution.

Category 2: Individuals and families who will imminently lose their primary nighttime residence within 14 days and who lack resources to obtain new housing and the individual or family lacks the resources or support networks, e.g. family, friends, faith-based or other social networks, needed to obtain other permanent housing.

Category 3: Unaccompanied youth and families with children who are defined as homeless under other Federal statutes and who also meet certain other requirements including:

- I. The individual or family is defined as homeless under Section 387 of the Runaway and Homeless Youth Act, Section 637 of the Head Start Act, Section 41403 of the Violence Against Women Act, Section 330(h) of the Public Health Service Act, Section 3 of the Food and Nutrition Act of 2008, Section 17(b) of the Child Nutrition Act of 1966, or Section 725 of the McKinney Vento Homeless Assistance Act; **AND**
- II. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; **AND**
- III. Have experienced persistent instability as measured by two (2) moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; **AND**
- IV. Can be expected to continue in such status for an extended period of time because of:
 - Chronic disabilities,
 - Chronic physical health or mental health conditions,
 - Substance addiction,
 - Histories of domestic violence or childhood abuse,
 - The presence of a child or youth with a disability, or
 - Two or more barriers to employment, which include:
 - a. The lack of a high school degree or GED,
 - b. Illiteracy,
 - c. Low English proficiency,
 - d. A history of incarceration or detention for criminal activity, and
 - e. A history of unstable employment

Category 4: Is fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; has no other residence; and lacks the resources or support networks (e.g. family, friends, faith-based or other social networks) to obtain other permanent housing.