



Mark Farrell, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: JUNE 22, 2018

SUBJECT: GRANT RENEWALS:

- **ARRIBA JUNTOS (NON-PROFIT)**
- **YOUNG COMMUNITY DEVELOPERS (NON-PROFIT)**

 FOR THE PROVISION OF THE TRANSITIONAL EMPLOYMENT SUPPORT SERVICES (TESS) PROGRAM

TERM: JULY 1, 2018 TO JUNE 30, 2021

AMOUNTS: See table below.

<u>Funding Source:</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING	\$1,648,274	\$88,431	\$734,287	\$247,099	\$2,718,091
PERCENTAGE	66%	4%	30%		

The Department of Human Services (DHS) requests authorization to renew the grant agreements with the agencies listed below for a three year period of July 1, 2018 to June 30, 2021, in an amount of \$2,470,992, plus a 10% contingency for a total amount not to exceed \$2,718,091. The purpose of these grants is to provide Transitional Employment Support Services (TESS) for participants in the Public Service Trainee (PST) and Interrupt, Predict, Organize (IPO) programs.

Grantee	TESS PST	TESS IPO	Annual Total	Contract Total (FY18-21)	Contingency	Total Not to Exceed
Arriba Juntos	\$241,538	\$137,634	\$379,148	\$1,137,444	\$113,744	\$1,251,188
Young Community Developers	\$241,538	\$202,978	\$444,516	\$1,333,548	\$133,355	\$1,466,903
Total	\$483,076	\$340,612	\$823,664	\$2,470,992	\$247,099	\$2,718,091

Background

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

The goal of the IPO program is to Interrupt violence, Predict where violent hot spots may occur, and Organize multiple agencies to work collaboratively in providing violence prevention services and promoting a safer San Francisco. IPO serves 'High At-Risk' (individuals exhibiting delinquent behavior and/or involvement in negative street activities and negative contact with the police-SFPD) and 'In-Risk' (individuals who are formally involved with the Adult Probation Department-SFAPD). The IPO program aims to ensure public safety and offer positive alternative paths to the target populations. Adult Probation Department (APD) manages the case management, behavioral health, education and barrier removal services for IPO participants while HSA maintains oversight of the job readiness training and employment services.

Services to be Provided

Participants will receive employment services including:

- Job readiness
- Intake and enrollment of participants referred by HSA PST Liaisons.
- Job coaching to participants to train them on skills to be able to retain and excel at their work sites.
- Workplace rules and guidelines (appropriate work behavior/sexual harassment/tardiness/drugs & alcohol, etc.)
- Job search tips/interviewing skills
- Resume writing
- Case management

TESS Job Readiness Services will be provided as paid hours to PST participants during their work experience placement and to IPO participants prior to their work experience.

Arriba Juntos will provide services at 1850 Mission Street, San Francisco. Young Community Developers will provide services at 1715 Yosemite Ave and 1201 Mendell Street. Work experience sites are with RPD, DPW, HSA, and other City Departments. Services will be Sunday through Saturday except on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Selection

Contractors were selected through Request for Proposals #630, which was competitively bid in April 2015.

Funding

Funding for these grant renewals will be provided entirely by County General Funds.

ATTACHMENTS**Arriba Juntos**

Appendix A – Services to be Provided (TESS PST program)

Appendix B – Budget (TESS PST program)

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

Appendix B-1 – Budget (TESS IPO program)

Young Community Developers

Appendix A – Services to be Provided (TESS PST program)

Appendix B – Budget (TESS PST program)

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

Appendix B-1 – Budget (TESS IPO program)

Appendix A
Transitional Employment Support Services (TESS) For PST Participants
Services to be provided by
Arriba Juntos
July 1, 2018 – June 30, 2021

I. Purpose of Grant

The San Francisco Human Services Agency (HSA), in collaboration with 14 other city departments, operates a transitional subsidized employment program, known as the Public Services Trainee (PST) program. The PST program was designed to provide opportunities for trainees, with various levels of job and soft skills, to get training and work experience. The Transitional Employment Support Services (TESS) program was developed in order to increase the success of PST participants at their host sites and move towards unsubsidized employment. The Grantee will provide job readiness classes, barrier remediation, and employment support services to program participants.

II. Definitions

City Departments	Adult Probation Department (APD), Department of Public Health (DPH), Department of Public Works (DPW), Office of Economic and Workforce Development (OEWD), Recreation and Parks Department (RPD), San Francisco Police Department (SFPD), SF Metropolitan Transportation Agency (MTA), SF Public Utilities Commission (SFPUC), and others.
Grantee	Arriba Juntos
HSA, also Department	Human Services Agency of the City and County of San Francisco
Launchpad	A client database tracking system used by HSA
PST	Public Service Trainee
PST Liaison	Public Service Trainee Liaison – HSA staff responsible for PST host site monitoring and HSA payroll and Employee Relations
TESS	Transitional Employment Support Services

III. Target Population

The target population for this program is Public Service Trainees (PSTs) who are in their 2nd month or further in the PST program.

IV. Description of Services

Grantee shall provide the following services during the term of this contract:

A. Intake and Enrollment of Participants Referred by HSA PST Liaisons:

1. Conduct orientations and intake of PST participants. Report – within one business day of occurrence – to PST Liaisons which participants attended and didn't attend the orientation
2. Goal is to serve an average of 35 participants at any given time. Actual number of enrollments could be more or less than the total of 35 as long as the average is maintained over the term of the grant.
3. Meet bi-weekly (twice a month) with HSA PST Liaisons and partner agencies for case conferencing and coordinated services.
4. Communicate with partner agencies to work closely together to coordinate services for optimal outcomes for clients.
5. Participants will be paid wages for attendance to TESS workshops and services through their PST assignment.

B. Job Readiness Services

1. Provide 6 four-hour job readiness training workshops to all participants in the following areas:
 - a. Career planning/goal setting
 - b. Conflict resolution/problem solving
 - c. Workplace rules and guidelines (appropriate work behavior/sexual harassment; tardiness/drugs & alcohol, etc.)
 - d. Job search tips/interviewing Skills
 - e. Resume writing
2. Provide Job Coaching to participants that will give them the skills needed to retain their jobs and excel at their work sites.

C. Case Management and one-on-one assistance for any employment/ vocational barrier remediation, including but not limited to,

1. Meeting with participants at least once a month
2. Developing a customized service delivery plan
3. Driver license restoration
4. Possible criminal history expungement
5. Referral to short-term behavioral health services
6. Working with Child Support Services to resolve outstanding child support issues
7. Addressing the lack of GED, or low foundational skills
8. Addressing housing instability
9. Tools, uniforms, transportation, etc.

D. Job Search and Job Placement Services

Provide Job Search and Job Placement services to participants. The goal is to place participants in unsubsidized employment after they successfully complete program activities.

E. Information and Referral

Through Grantee’s connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

V. Location and Time of Services

Grantee services are provided at 1850 Mission Street. Work experience sites are with HSA and DPW. Services will be Sunday through Saturday except on the following holidays: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

VI. Service Objectives

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

- A. Enroll and serve a minimum of 170 participants for the workshops
- B. Enroll and serve a minimum of 50 participants for barrier remediation

VII. Outcome Objectives

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

- A. 80% of participants will complete the 6 Job Readiness Workshops.
- B. 80% of participants enrolled in barrier remediation will successfully complete two or more key milestones related to addressing barriers (as articulated in the Customized Service Delivery Plan) .
- C. 50% of participants who complete all workshops will receive placement in Unsubsidized Employment through the combined efforts of the TESS Partners.

VIII. Reporting Requirements

A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. Communicate immediately via e-mail or telephone with HSA PST Liaison when a client is not participating. At a minimum, Grantee must report when a client has two unexcused absences, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program. Report Orientation Attendance within one business day after it occurs.

B. Monthly Reports. Grantee will submit monthly reports containing the following data:

- number and names of enrollments
- number and names of those who are placed in an unsubsidized job and source of placement
- number and names of program exits
- number active or currently enrolled as of the last day of the month

- names of the PSTs who participate in the program and attend the workshops
- number and names of participants completing all workshops
- number and names of participants completing 2 or more barrier milestones (GED/HSD, driver's license, expunged record, child support payments, etc.)
- job title, employer, wage, hours per week and benefit information (health, dental) for all participants placed unsubsidized employment or on-the-job training for direct placements by Arriba Juntos
- Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department but need not be attached to the reports

C. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

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

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

- Andy Beetley-Hagler, Community Services Specialist, E306
E-mail: andy.beetley@sfgov.org
- or
- Judy Ng, Contract Manager, GB23
E-mail: judy.ng@sfgov.org

IX. Monitoring Activities

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

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

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	ARRIBA JUNTOS			7/1/18 - 6/30/2021	
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Transitional Employment Support Services PST				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total
12	Expenditures				
13	Salaries & Benefits	\$161,476	\$161,476	\$161,476	\$484,428
14	Operating Expense	\$48,557	\$48,557	\$48,557	\$145,671
15	Subtotal	\$210,033	\$210,033	\$210,033	\$630,099
16	Indirect Percentage (%)	15%	15%	15%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$31,505	\$31,505	\$31,505	\$94,515
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$241,538	\$241,538	\$241,538	\$724,614
20	HSA Revenues				
21	General Fund	\$241,538	\$241,538	\$241,538	\$724,614
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$241,538	\$241,538	\$241,538	\$724,614
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$241,538	\$241,538	\$241,538	\$724,614
37	Full Time Equivalent (FTE)				
39	Prepared by: Nenetie Tabernilla	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	HSA #1				6/8/2018

8

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

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4	Program: Transitional Employment Support Services PST								
5	(Same as Line 9 on HSA #1)								
6									
7	Salaries & Benefits Detail								
8									
9									
10									
11						7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	
		Agency Totals		HSA Program		DHS Program	DHS Program	DHS Program	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/18 - 6/30/2021
12	POSITION TITLE								
13	<i>Director of Programs</i>	\$50,000	1.00	5%	0.05	\$2,500	\$2,500	\$2,500	\$7,500
14	<i>Program Coordinator</i>	\$43,680	1.00	25%	0.25	\$10,920	\$10,920	\$10,920	\$32,760
15	<i>Case Manager/Barrier Removal Specialist</i>	\$37,440	2.00	100%	1.75	\$65,520	\$65,520	\$65,520	\$196,560
16	<i>Work Readiness/Case Manager</i>	\$35,360	1.00	50%	0.50	\$17,680	\$17,680	\$17,680	\$53,040
17	<i>Employment Specialist/Job Coach</i>	\$37,440	1.00	50%	0.50	\$18,720	\$18,720	\$18,720	\$56,160
18					-				\$0
19					-				\$0
20					-				\$0
21					-				\$0
22					-				\$0
23					-				\$0
24					-				\$0
25					-				\$0
26					-				\$0
27					-				\$0
28					-				\$0
29					-				\$0
30	TOTALS		6.00	230%	3.05	\$115,340	\$115,340	\$115,340	\$346,020
31									
32	FRINGE BENEFIT RATE	40%							
33	EMPLOYEE FRINGE BENEFITS					\$46,136	\$46,136	\$46,136	\$138,408
34									
35									
36	TOTAL SALARIES & BENEFITS	\$0				\$161,476	\$161,476	\$161,476	\$484,428
37	HSA #2								6/8/2018

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2											
3											
4	Program: Transitional Emplo										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9											
10											
11	TOTAL										
12	<u>Expenditure Category</u>		TERM	<u>7/1/18-6/30/19</u>	<u>7/1/19-6/30/20</u>		<u>7/1/20-6/30/21</u>				\$ -
13	Rental of Property										\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$5,000	\$5,000		\$5,000				\$ 15,000.00
15	Office Supplies, Postage			\$1,500	\$1,500		\$1,500				\$ 4,500.00
16	Building Maintenance Supplies and Repair			\$3,000	\$3,000		\$3,000				\$ 9,000.00
17	Printing and Reproduction			\$830	\$830		\$830				\$ 2,490.00
18	Insurance			\$2,500	\$2,500		\$2,500				\$ 7,500.00
19	Staff Training										\$ -
20	Staff Travel-(Local & Out of Town)			\$640	\$640		\$640				\$ 1,920.00
21	Rental of Equipment			\$2,800	\$2,800		\$2,800				\$ 8,400.00
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											\$ -
24											\$ -
25											\$ -
26											\$ -
27											\$ -
28	OTHER										
29	Barrier Mitigation			\$32,287	\$32,287		\$32,287				\$ 96,861
30											\$ -
31											\$ -
32											\$ -
33											\$ -
34											
35	TOTAL OPERATING EXPENSE			\$48,557	\$48,557		\$48,557				\$145,671
36											
37	HSA #3										6/8/2018

Appendix A-1
Transitional Employment Support Services (TESS)
For Interrupt, Predict, Organize (IPO) Participants
Services to be Provided by
Arriba Juntos
July 1, 2018 – June 30, 2021

I. Purpose of Grant

The San Francisco Human Services Agency (HSA), in collaboration with 14 other city departments, operates a transitional subsidized employment program, known as the Public Services Trainee (PST) program. The PST program was designed to provide opportunities for trainees, with various levels of job and soft skills, to get training and work experience. The Transitional Employment Support Services (TESS) program was developed in order to increase the success of PST participants at their host sites and move towards unsubsidized employment.

The Interrupt, Predict, Organize (IPO) program is a paid transitional employment program including subsidized employment at various City Departments, job readiness and educational training, behavioral health services, and case management. The grantee will provide job readiness classes and employment support services to IPO participants.

II. Definitions

APD	San Francisco Adult Probation Department
City Departments	Department of Public Works (DPW), Recreation and Parks Department (RPD), San Francisco Police Department (SFPD), Adult Probation Department (APD), Department of Public Health (DPH), SF Metropolitan Transportation Agency (MTA), SF Airport (SFO), SF Public Utilities Commission (SFPUC), Office of Economic and Workforce Development (OEWD) and others.
Grantee	Arriba Juntos
HSA, also Department	Human Services Agency, City and County of San Francisco
IPO	Interrupt, Predict, Organize; a violence prevention program integrating subsidized employment, professional development, and case management
JRT	Job Readiness Training
Launchpad	A client database tracking system used by HSA
MOVPS	Mayor's Office of Violence Prevention Services
Pre-JRT	A 2-week candidate evaluation and work readiness service before enrollment into the IPO Employment Program

PST Liaison	Public Service Trainee Liaison – HSA staff responsible for PST host site monitoring and HSA payroll and Employee Relations
SVIP	Street Violence Intervention Program; a street outreach and crisis response program for youth-related street violence.
TAY	Transitional Aged Youth
TESS	Transitional Employment Support Services

III. Target Population

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

IV. Description of Services

A. Intake and enrollment of Participants

1. Participate in the IPO Pre-orientation and Orientation events conducted by APD and the other program partners. Recruitment and selection of program participants will be the responsibility of the MOVPS, APD, SFPD and SVIP. Participants selected through a rated selection process will be enrolled into the IPO Employment Program Job Readiness Training program (JRT). Enrollment in the JRT will be as follows:
 - TAY – 40 participants (2 cohorts of 20 participants per year)
 - Grantees shall report to APD within one business day of occurrence, which participants attended and didn’t attend the JRT orientation.
2. Contractors will report within one business day of occurrence, to APD and HSA which participants attended and didn’t attend the JRT orientation.
3. Grantee agrees to serve the number of participants referred by APD.
4. Meet bi-weekly (twice a month) with APD, HSA PST Liaisons and partner agencies during the JRT program for case conferencing and coordinated services.
5. Communicate with partner agencies to work closely together to coordinate services for optimal outcomes for clients.

B. Job Readiness Services

1. Provide four (4) weeks of structured Job Readiness Training program to participants. The JRT must be a minimum of 20 hours per week over four weeks. Participants completing each week of the JRT will be provided a stipend.
2. The workforce development, industry standard Job Readiness Training (JRT) is highly structured.
3. Work with APD and HSA IPO Liaison to refine IPO JRT content, and to check on participant progress throughout the PST Work Experience.
4. Provide Job Coaching to participants to train them on skills to be able to retain and excel at their work sites.

5. HSA staff and Grantee will coordinate information and logistics to ensure JRT services clarity and streamlined access of selected participants from Pre-JRT into JRT.
6. Communicate with APD and IPO Case Managers on an ongoing basis to address issues related to participant JRT program participation.

C. Job Search and Job Placement Services

Provide Job Search and Job Placement services to participants. The goal is to place participants in unsubsidized employment after they successfully complete IPO program activities through the combined efforts of the IPO Partners.

D. Information and Referral

Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

V. Location and Time of Services

Grantee services are provided at 1850 Mission Street. Services will be Monday through Friday except on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

VI. Service Objectives

On an annual basis, Grantee will enroll two cohorts with a maximum of 40 participants in the IPO JRT program.

VII. Outcome Objectives

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

- A. A minimum of 90% of enrolled participants will complete the Job Readiness Training. If a participant leaves the JRT program prior to completion due to Employment, he/she will be credited with a completion.
- B. 50% of participants who complete the JRT program receive placement in Unsubsidized Employment through the combined efforts of the IPO Partners.
- C. A minimum of 75% of clients actively participating in IPO will rate the quality of the Grantor's performance as at least 3 or above on a 5-point scale on an annual client satisfaction survey conducted by the Grantor. The survey responses rate will be no less than 80% of participants. Survey shall be administered according to HSA guidelines.

VIII. Reporting Requirements

Client Activity Reporting: Establish and implement a process for recording clients' daily participation and attendance in Job Readiness Training Services. Communicate immediately via e-mail or telephone with HSA IPO Liaison when a client is not participating. At a minimum, Grantee must report when a client has two unexcused absences, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program:

- A. Report Orientation Attendance within one business day after it occurs.

- B. Contractor will submit monthly reports to HSA that include information on enrollments, service exits, service completions through the Launchpad data system.
- C. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department but need not be attached to the reports.
- D. A Client Exit Report which rates client behaviors pertinent to work success may be requested. Examples of behaviors are punctuality, ability to communicate, ability to accept supervision and getting along with co-workers.
- E. Reports are due on the 10th day following the reporting month or quarter.
- F. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- G. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI - Service Objectives. Grantee will upload the monthly report in the CARBON database by the 10th of the following month.
- H. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the annual SOGI aggregate data in the CARBON database by the 10th of the month following the end of the program year.
- I. For assistance with reporting requirements or submission of reports, contact
 - Andy Beetley-Hagler, Community Services Specialist, E306
E-mail: andy.beetley@sfgov.org
 - or
 - Judy Ng, Contract Manager, GB23
E-mail: judy.ng@sfgov.org

IX. Monitoring Activities

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

	A	C	D	E	F
1	Appendix B-1, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Contractor Name:			Term	
6	ARRIBA JUNTOS			7/1/18 - 6/30/21	
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: INTERRUPT PROTECT ORGANIZED - IPO JRT				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total
12	Expenditures				
13	Salaries & Benefits	\$77,560	\$77,560	\$77,560	\$232,680
14	Operating Expense	\$48,416	\$48,416	\$48,416	\$145,248
15	Subtotal	\$125,976	\$125,976	\$125,976	\$377,928
16	Indirect Percentage (%)	15%	15%	15%	
17	Indirect Cost (Line 16 X Line 15)	\$11,634	\$11,634	\$11,634	\$34,902
18	Capital Expenditure		\$0	\$0	\$0
19	Total Expenditures	\$137,610	\$137,610	\$137,610	\$412,830
20	HSA Revenues				
21	General Fund	\$137,610	\$137,610	\$137,610	\$412,830
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$137,610	\$137,610	\$137,610	\$412,830
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$137,610	\$137,610	\$137,610	\$412,830
37	Full Time Equivalent (FTE)				
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	HSA #1				5/2/2018

Program: INTERRUPT PROTECT ORGANIZED - IPO JRT
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

11	12	Agency Totals		HSA Program		7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DHS Program	DHS Program	DHS Program	
						Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Director of Programs	\$50,000	1.00	12%	0.12	\$6,000	\$6,000	\$6,000	\$18,000
14	JRT/Job Coach	\$47,840	1.00	25%	0.25	\$11,960	\$11,960	\$11,960	\$35,880
15	Case Manager	\$37,440	1.00	50%	0.50	\$18,720	\$18,720	\$18,720	\$56,160
16	Employment Developer	\$37,440	1.00	50%	0.50	\$18,720	\$18,720	\$18,720	\$56,160
17					-				\$0
18					-				\$0
19					-				\$0
20					-				\$0
21					-				\$0
22					-				\$0
23					-				\$0
24					-				\$0
25					-				\$0
26					-				\$0
27					-				\$0
28					-				\$0
29					-				\$0
30	TOTALS		4.00	137%	1.37	\$55,400	\$55,400	\$55,400	\$166,200
31	FRINGE BENEFIT RATE								
32	EMPLOYEE FRINGE BENEFITS	40%				\$22,160	\$22,160	\$22,160	\$66,480
33									
34									
35									
36	TOTAL SALARIES & BENEFITS	\$0				\$77,560	\$77,560	\$77,560	\$232,680
37	HSA #2								5/2/2018

	A	B	C	D	F	G	H	I	J	K	L	M
1	Appendix B-1, Page 3											
2												
3												
4	Program: INTERRUPT PROTECT ORGANIZED - IPO JRT											
5	(Same as Line 9 on HSA #1)											
6												
7	Operating Expense Detail											
8												
9												
10												
11	TOTAL											
12	<u>Expenditure Category</u>			<u>TERM</u>		<u>7/1/18-6/30/19</u>	<u>7/1/19-6/30/20</u>	<u>7/1/20-6/30/21</u>		<u>\$</u>		<u>-</u>
13	Rental of Property									\$		-
14	Utilities(Elec, Water, Gas, Phone, Scavenger)									\$		-
15	Office Supplies, Postage									\$		-
16	Building Maintenance Supplies and Repair									\$		-
17	Printing and Reproduction									\$		-
18	Insurance									\$		-
19	Staff Training									\$		-
20	Staff Travel-(Local & Out of Town)									\$		-
21	Rental of Equipment									\$		-
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE											
23										\$		-
24										\$		-
25										\$		-
26										\$		-
27										\$		-
28	OTHER											
29	Stipends					\$48,416	\$48,416	\$48,416				\$145,248
30	40 Participants/year - \$15.13/hr x 20hrs/wk x 4wks									\$		-
31										\$		-
32										\$		-
33										\$		-
34												
35	TOTAL OPERATING EXPENSE					<u>\$48,416</u>	<u>\$48,416</u>	<u>\$48,416</u>				<u>\$145,248</u>
36												
37	HSA #3											5/2/2018

Appendix A
Transitional Employment Support Services (TESS) for PST Participants
Services to be Provided by
Young Community Developers
July 1, 2018 – June 30, 2021

I. Purpose of Grant

The San Francisco Human Services Agency (HSA), in collaboration with 14 other city departments, operates a transitional subsidized employment program, known as the Public Services Trainee (PST) program. The PST program was designed to provide opportunities for trainees, with various levels of job and soft skills, to get training and work experience. The Transitional Employment Support Services (TESS) program was developed in order to increase the success of PST participants at their host sites and move towards unsubsidized employment. The Grantee will provide job readiness classes, barrier remediation, and employment support services to program participants.

II. Definitions

City Departments	Adult Probation Department (APD), Department of Public Health (DPH), Department of Public Works (DPW), Office of Economic and Workforce Development (OEWD), Recreation and Parks Department (RPD), San Francisco Police Department (SFPD), SF Metropolitan Transportation Agency (MTA), SF Public Utilities Commission (SFPUC), and others.
Grantee	Young Community Developers
HSA, also Department	Human Services Agency of the City and County of San Francisco
Launchpad	A client database tracking system used by HSA
PST	Public Service Trainee
PST Liaison	Public Service Trainee Liaison – HSA staff responsible for PST host site monitoring and HSA payroll and Employee Relations
TESS	Transitional Employment Support Services

III. Target Population

The target population for this program is Public Service Trainees (PSTs) who are in their 2nd month or further in the PST program.

IV. Description of Services

Grantee shall provide the following services during the term of this grant:

A. Intake and Enrollment of Participants Referred by HSA PST Liaisons

1. Conduct orientations and intake of PST participants. Report – within one business day of occurrence – to PST Liaisons which participants attended and didn't attend the orientation.
2. Goal is to serve an average of 35 participants at any given time. Actual number of enrollments could be more or less than the total of 35 as long as the average is maintained over the term of the grant.
3. Meet bi-weekly (twice a month) with HSA PST Liaisons and partner agencies for case conferencing and coordinated services.
4. Communicate with partner agencies to work closely together to coordinate services for optimal outcomes for clients.
5. Participants will be paid wages for attendance to TESS workshops and services through their PST assignment.

B. Job Readiness Services

1. Provide 6 four-hour Job Readiness Training workshops to all participants in the following areas:
 - a. Career planning/goal setting
 - b. Conflict resolution/problem solving
 - c. Workplace rules and guidelines (appropriate work behavior/sexual harassment; tardiness/drugs & alcohol, etc.)
 - d. Job search tips/interviewing Skills
 - e. Resume writing
2. Provide Job Coaching to participants that will give them the skills needed to retain their jobs and excel at their work sites.

C. Case Management and one-on-one assistance for any employment/ vocational barrier remediation, including but not limited to,

1. Meeting with participants at least once a month
2. Developing a customized service delivery plan
3. Driver license restoration
4. Possible criminal history expungement
5. Referral to short-term behavioral health services
6. Working with Child Support Services to resolve outstanding child support issues
7. Addressing the lack of GED, or low foundational skills
8. Addressing housing instability
9. Tools, uniforms, transportation, etc.

D. Job Search and Job Placement Services

Provide Job Search and Job Placement services to participants. The goal is to place participants in unsubsidized employment after they successfully complete program activities.

E. Information and Referral

Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

V. Location and Time of Services

Grantee services are provided at 1715 Yosemite Avenue and 1201 Mendell Street. Work experience sites are with RPD, DPW, HSA, and other City Departments. Services will be Sunday through Saturday except on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

VI. Service Objectives

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

- A. Enroll and serve a minimum of 170 participants for the workshops
- B. Enroll and serve a minimum of 50 participants for barrier remediation

VII. Outcome Objectives

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

- A. 80% of participants will complete the 6 Job Readiness Workshops.
- B. 80% of participants enrolled in barrier remediation will successfully complete two or more key milestones related to addressing barriers (as articulated in the Customized Service Delivery Plan).
- C. 50% of participants who complete all workshops will receive placement in Unsubsidized Employment through the combined efforts of the TESS Partners.

VIII. Reporting Requirements

A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. Communicate immediately via e-mail or telephone with HSA PST Liaison when a client is not participating. At a minimum, Grantee must report when a client has two unexcused absences, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program. Report Orientation Attendance within one business day after it occurs.

- B. Monthly Reports. Grantee will submit monthly reports containing the following data:
- number and names of enrollments
 - number and names of those who are placed in an unsubsidized job and source of placement
 - number and names of program exits
 - number active or currently enrolled as of the last day of the month

- names of the PSTs who participate in the program and attend the workshops
- number and names of participants completing all workshops
- number and names of participants completing 2 or more barrier milestones (GED/HSD, driver's license, expunged record, child support payments, etc.)
- job title, employer, wage, hours per week and benefit information (health, dental) for all participants placed unsubsidized employment or on-the-job training for direct placements by Young Community Developers
- Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department but need not be attached to the reports

C. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

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

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

- Andy Beetley-Hagler, Community Services Specialist, E306
E-mail: andy.beetley@sfgov.org
or
- Judy Ng, Contract Manager, GB23
E-mail: judy.ng@sfgov.org

IX. Monitoring Activities

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

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

	B	C	D	E	F
2					Appendix B: Page 1
3					Document Date: 6/7/2018
4	HUMAN SERVICES AGENCY BUDGET SUMMARY				
5	BY PROGRAM				
6	Program Name: Clean Streets Transitional Employment Support			Term	
7	Young Community Developers, Inc.			7/1/18 - 6/30/21	
8	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>				
9	If modification, Effective Date of Mod.		No. of Mod.		
10	Program: Clean Streets Transitional Employment Support				
11	Budget Reference Page No.(s)				
12	Program Term	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total
13	Expenditures				
14	Salaries & Benefits	\$157,560	\$157,560	\$157,560	\$472,680
15	Operating Expense	\$52,473	\$52,473	\$52,473	\$157,419
16	Subtotal	\$210,033	\$210,033	\$210,033	\$630,099
17	Indirect Percentage (%)	15%	15%	15%	15%
18	Indirect Cost (Line 16 X Line 15)	\$31,505	\$31,505	\$31,505	\$94,515
19	Capital Expenditure	\$0	\$0	\$0	\$0
20	Total Expenditures	\$241,538	\$241,538	\$241,538	\$724,614
21	HSA Revenues				
22	HSA Funds	\$241,538	\$241,538	\$241,538	\$724,614
23					
24					
25					
26					
27					
28					
29					
30	TOTAL HSA REVENUES	\$241,538	\$241,538	\$241,538	\$724,614
31	Other Revenues				
32					
33					
34					
35					
36					
37	Total Revenues	\$241,538	\$241,538	\$241,538	\$724,614
38	Full Time Equivalent (FTE)				
40	Prepared by: Timothy Waters		Telephone No.: 415-822-3491		Date: 06/08/2018
41	HSA-CO Review Signature: _____				
42	HSA #1				6/7/2018

	B	C	D	E	F	G	H	I	J
2	Young Community Developers, Inc.							Appendix B: Page 2	
3								Document Date: 6/7/2018	
4									
5	Program Name: Clean Streets Transitional Employment Support								
6	(Same as Line 9 on HSA #1)								
7									
8	Salaries & Benefits Detail								
9									
10									
11									
12						7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/18 - 6/30/21
13		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/18-6/30/21
14	Program Coordinator	\$58,240	100%	100%	100%	\$58,240	\$58,240	\$58,240	\$174,720
15	Case Manager	\$54,080	100%	100%	100%	\$54,080	\$54,080	\$54,080	\$162,240
16	Program Assistant	\$45,760	100%	30%	30%	\$13,728	\$13,728	\$13,728	\$41,184
17									\$0
18									\$0
19									\$0
20									\$0
21									\$0
22									\$0
23									\$0
24									\$0
25									\$0
26									\$0
27									\$0
28									\$0
29									\$0
30									\$0
31	TOTALS		3.00	2.30	2.30	\$126,048	\$126,048	\$126,048	\$378,144
32									
33	FRINGE BENEFIT RATE	25%							
34	EMPLOYEE FRINGE BENEFITS					\$31,512	\$31,512	\$31,512	\$94,536
35									
36									
37	TOTAL SALARIES & BENEFITS	\$0				\$157,560	\$157,560	\$157,560	\$472,680
38	HSA #2								6/7/2018

	B	C	D	E	F	G	H	I	J	K	L	M
2										Appendix B, Page 3		
3										Document Date:		6/7/2018
4												
5	Program Name: Clean Streets Transitional Employment Support											
6	(Same as Line 9 on HSA #1)											
7												
8	Operating Expense Detail											
9												
10												
11												
12												TOTAL
13	<u>Expenditure Category</u>			TERM		<u>7/1/18-6/30/19</u>	<u>7/1/19-6/30/20</u>	<u>7/1/20-6/30/21</u>				<u>7/1/18-6/30/21</u>
14	Rental of Property					\$18,500	\$18,500	\$18,500				\$ 55,500
15	Utilities(Elec, Water, Gas, Phone, Scavenger)					\$3,800	\$3,800	\$3,800				\$ 11,400
16	Office Supplies, Postage					\$3,100	\$3,100	\$3,100				\$ 9,300
17	Building Maintenance Supplies and Repair					\$1,298	\$1,298	\$1,298				\$ 3,894
18	Printing and Reproduction					\$600	\$600	\$600				\$ 1,800
19	Insurance					\$2,250	\$2,250	\$2,250				\$ 6,750
20	Staff Training					\$750	\$750	\$750				\$ 2,250
21	Staff Travel-(Local & Out of Town)					\$375	\$375	\$375				\$ 1,125
22	Rental of Equipment					\$2,750	\$2,750	\$2,750				\$ 8,250
23	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE											
24												\$ -
25												\$ -
26												\$ -
27												\$ -
28												\$ -
29	OTHER											
30												
31	Barrier Mitigation: \$450/each x 50 Participants					\$14,000	\$14,000	\$14,000				\$ 42,000
32	Transportation: \$25/each x 100 Participants					\$2,500	\$2,500	\$2,500				\$ 7,500
33	Program Materials and Supportive Services: \$15/each x 170 Participant:					\$2,550	\$2,550	\$2,550				\$ 7,650
34												\$ -
35												
36	TOTAL OPERATING EXPENSE					\$52,473	\$52,473	\$52,473				\$157,419
37												
38	HSA #3											6/7/2018

Appendix A-1
Transitional Employment Support Services (TESS)
For Interrupt, Predict, Organize (IPO) Participants
Services to be Provided by
Young Community Developers
July 1, 2018 – June 30, 2021

I. Purpose

The San Francisco Human Services Agency (HSA), in collaboration with 14 other city departments, operates a transitional subsidized employment program, known as the Public Services Trainee (PST) program. The PST program was designed to provide opportunities for trainees, with various levels of job and soft skills, to get training and work experience. The Transitional Employment Support Services (TESS) program was developed in order to increase the success of PST participants at their host sites and move towards unsubsidized employment.

The Interrupt, Predict, Organize (IPO) program is a paid transitional employment program including subsidized employment at various City Departments, job readiness and educational training, behavioral health services, and case management. The grantee will provide job readiness classes and employment support services to IPO participants.

II. Definitions

APD	San Francisco Adult Probation Department
City Departments	Department of Public Works (DPW), Recreation and Parks Department (RPD), San Francisco Police Department (SFPD), Adult Probation Department (APD), Department of Public Health (DPH), SF Metropolitan Transportation Agency (MTA), SF Airport (SFO), SF Public Utilities Commission (SFPUC), Office of Economic and Workforce Development (OEWD) and others.
Grantee	Young Community Developers
HSA, also Department	Human Services Agency, City and County of San Francisco
IPO	Interrupt, Predict, Organize; a violence prevention program integrating subsidized employment, professional development, and case management
JRT	Job Readiness Training
Launchpad	A client database tracking system used by HSA
MOVPS	Mayor’s Office of Violence Prevention Services
Pre-JRT	A 2-week candidate evaluation and work readiness service before enrollment into the IPO Employment Program

PST Liaison	Public Service Trainee Liaison – HSA staff responsible for PST host site monitoring and HSA payroll and Employee Relations
SVIP	Street Violence Intervention Program; a street outreach and crisis response program for youth-related street violence.
TAY	Transitional Aged Youth
TESS	Transitional Employment Support Services

III. Target Population

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

IV. Description of Services

A. Intake and Enrollment of Participants

1. Participate in the IPO Pre-orientation and Orientation events conducted by APD and the other program partners. Recruitment and selection of program participants will be the responsibility of the MOVPS, the Adult Probation Department, SFPD and SVIP. Participants selected through a rated selection process will be enrolled into the IPO Employment Program Job Readiness Training program (JRT). Enrollment in the JRT will be as follows:
 - TAY – 40 participants (2 cohorts of 20 participants per year)
 - Family – 20 participants (2 cohorts of 10 participants per year)
 - Grantees shall report to APD within one business day of occurrence, which participants attended and didn’t attend the JRT orientation.
2. Contractors will report within one business day of occurrence, to APD and HSA which participants attended and didn’t attend the JRT orientation.
3. Grantee agrees to serve the number of participants referred by APD.
4. Meet bi-weekly (twice a month) with APD, HSA PST Liaisons and partner agencies during the JRT program for case conferencing and coordinated services.
5. Communicate with partner agencies to work closely together to coordinate services for optimal outcomes for clients.

B. Job Readiness Services

1. Provide four (4) weeks of structured Job Readiness Training program to participants. The JRT must be a minimum of 20 hours per week over four weeks. Participants completing each week of the JRT will be provided a stipend.
2. The workforce development, industry standard Job Readiness Training (JRT) is highly structured.
3. Work with APD and HSA IPO Liaison to refine IPO JRT content, and to check on participant progress throughout the PST Work Experience
4. Provide job coaching to participants to train them on skills to be able to retain and excel at their work sites.

5. HSA staff and Grantee will coordinate information and logistics to ensure JRT services clarity and streamlined access of selected participants from Pre-JRT into JRT.
6. Communicate with APD and IPO Case Managers on an ongoing basis to address issues related to participant JRT program participation.

C. Job Search and Job Placement Services

Provide Job Search and Job Placement services to participants. The goal is to place participants in unsubsidized employment after they successfully complete IPO program activities through the combined efforts of the IPO Partners.

D. Information and Referral

Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

V. Location and Time of Services

Grantee services are provided at 1715 Yosemite Ave and 1201 Mendell Street. Services will be Monday through Friday except on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

VI. Service Objectives

On an annual basis, Grantee will enroll four cohorts with a total of 60 participants (2-TAY cohort and 2-Family cohort) in the IPO JRT program.

VII. Outcome Objectives

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

- A. A minimum of 90% of enrolled participants will complete the Job Readiness Training. If a participant leaves the JRT program prior to completion due to Employment, he/she will be credited with a completion.
- B. 50% of participants who complete the JRT program receive placement in Unsubsidized Employment through the combined efforts of the IPO Partners.
- C. A minimum of 75% of clients actively participating in IPO will rate the quality of the Grantor's performance as at least 3 or above on a 5-point scale on an annual client satisfaction survey conducted by the Grantor. The survey responses rate will be no less than 80% of participants. Survey shall be administered according to HSA guidelines.

VIII. Reporting Requirements

Client Activity Reporting: Establish and implement a process for recording clients' daily participation and attendance in Job Readiness Training Services. Communicate immediately via e-mail or telephone with HSA IPO Liaison when a client is not participating. At a minimum, Grantee must report when a client has two unexcused absences, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program:

- A. Report Orientation Attendance within one business day after it occurs.

- B. Contractor will submit monthly reports to HSA that include information on enrollments, service exits, service completions through the Launchpad data system.
- C. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department but need not be attached to the reports.
- D. A Client Exit Report which rates client behaviors pertinent to work success may be requested. Examples of behaviors are punctuality, ability to communicate, ability to accept supervision and getting along with co-workers.
- E. Reports are due on the 10th day following the reporting month or quarter.
- F. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- G. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI - Service Objectives. Grantee will upload the monthly report in the CARBON database by the 10th of the following month.
- H. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the annual SOGI aggregate data in the CARBON database by the 10th of the month following the end of the program year.
- I. For assistance with reporting requirements or submission of reports, contact
 - Andy Beetley-Hagler, Community Services Specialist, E306
E-mail: andy.beetley@sfgov.org
 - Or
 - Judy Ng, HSA Contract Manager, GB23
E-mail: judy.ng@sfgov.org

IX. Monitoring Activities

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

	B	C	D	E	F
2					Appendix B-1: Page 1
3					Document Date: 6/14/2018
4	HUMAN SERVICES AGENCY BUDGET SUMMARY				
5	BY PROGRAM				
6	Program Name: Clean Streets Transitional Employment Support			Term	
7	Young Community Developers, Inc.			07/01/2018-06/30/2021	
8	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>				
9	If modification, Effective Date of Mod.		No. of Mod.		
10	Program: IPO-Job Readiness Training				
11	Budget Reference Page No.(s)				
12	Program Term	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total
13	Expenditures				
14	Salaries & Benefits	\$84,500	\$84,500	\$84,500	\$253,500
15	Operating Expense	\$101,475	\$101,475	\$101,475	\$304,425
16	Subtotal	\$185,975	\$185,975	\$185,975	\$557,925
17	Indirect Percentage (%)	15%	15%	15%	15%
18	Indirect Cost (Line 16 X Line 15)	\$17,003	\$17,003	\$17,003	\$51,009
19	Capital Expenditure	\$0	\$0	\$0	\$0
20	Total Expenditures	\$202,978	\$202,978	\$202,978	\$608,934
21	HSA Revenues				
22	HSA Funds	\$202,978	\$202,978	\$202,978	\$608,934
23					
24					
25					
26					
27					
28					
29					
30	TOTAL HSA REVENUES	\$202,978	\$202,978	\$202,978	\$608,934
31	Other Revenues				
32					
33					
34					
35					
36					
37	Total Revenues	\$202,978	\$202,978	\$202,978	\$608,934
38	Full Time Equivalent (FTE)				
40	Prepared by: Tracey Taper		Telephone No.: 415-822-3491		Date: 06/14/2018
41	HSA-CO Review Signature: _____				
42	HSA #1				6/19/2018

	B	C	D	E	F	G	H	I	J
2	Young Community Developers, Inc.							Appendix B-1: Page 2	
3								Document Date: 3/12/2018	
4									
5	Program Name: Clean Streets Transitional Employment Support								
6	(Same as Line 9 on HSA #1)								
7									
8	Salaries & Benefits Detail								
9									
10									
11									
12	7/1/18-6/30/19 7/1/19-6/30/20 7/1/20-6/30/21 7/1/15-6/30/15								
13		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/15-6/30/18
14	Trainer	\$66,560	100%	100%	50%	\$33,280	\$33,280	\$33,280	\$99,840
15	Program Manager	\$68,640	100%	100%	50%	\$34,320	\$34,320	\$34,320	\$102,960
16						\$0	\$0	\$0	\$0
17									\$0
18									\$0
19									\$0
20									\$0
21									\$0
22									\$0
23									\$0
24									\$0
25									\$0
26									\$0
27									\$0
28									\$0
29									\$0
30									\$0
31	TOTALS		2.00	2.00	1.00	\$67,600	\$67,600	\$67,600	\$202,800
32									
33	FRINGE BENEFIT RATE	25%							
34	EMPLOYEE FRINGE BENEFITS					\$16,900	\$16,900	\$16,900	\$50,700
35									
36									
37	TOTAL SALARIES & BENEFITS	\$0				\$84,500	\$84,500	\$84,500	\$253,500
38	HSA #2								6/19/2018

	B	C	D	E	F	G	H	I	J	K	L
2											Appendix B-1, Page 3
3											Document Date: 5/1/2015
4											
5	Program Name: Clean Streets Transitional Employment Support										
6	(Same as Line 9 on HSA #1)										
7											
8	Operating Expense Detail										
9											
10											
11											
12											TOTAL
13	<u>Expenditure Category</u>					TERM	<u>7/1/18-6/30/19</u>	<u>7/1/19-6/30/20</u>	<u>7/1/20-6/30/21</u>		\$ -
14	Rental of Property						\$6,600	\$6,600	\$6,600		\$ 19,800
15	Utilities(Elec, Water, Gas, Phone, Scavenger)						\$1,602	\$1,602	\$1,602		\$ 4,806
16	Office Supplies, Postage						\$6,000	\$6,000	\$6,000		\$ 18,000
17	Building Maintenance Supplies and Repair						\$2,027	\$2,027	\$2,027		\$ 6,081
18	Printing and Reproduction						\$350	\$350	\$350		\$ 1,050
19	Insurance						\$2,959	\$2,959	\$2,959		\$ 8,877
20	Staff Training						\$500	\$500	\$500		\$ 1,500
21	Staff Travel-(Local & Out of Town)						\$750	\$750	\$750		\$ 2,250
22	Rental of Equipment						\$3,863	\$3,863	\$3,863		\$ 11,589
23	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
24											\$ -
25											\$ -
26											\$ -
27											\$ -
28											\$ -
29	OTHER										
30											
31	Stipends: 60 Participants - \$15.13/hr x 20hrs/wk x 4wks						\$72,624	\$72,624	\$72,624		\$ 217,872
32	Nutrition JRT Training: \$300* 4 trainings						\$1,200	\$1,200	\$1,200		\$ 3,600
33	Events-Graduation: 4 graduations @ \$750.00						\$3,000	\$3,000	\$3,000		\$ 9,000
34											
35	TOTAL OPERATING EXPENSE						\$101,475	\$101,475	\$101,475		\$304,425
36											
37	HSA #3										6/19/2018