File No. 120988 Committee Item No. 2
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee **Date** 10/17/2012

Board of Supervisors Meeting **Date** _____

Cmte	Board	
☐	☐	Motion
☒	☐	Resolution
☐	☐	Ordinance
☐	☐	Legislative Digest
☐	☐	Budget and Legislative Analyst Report
☐	☐	Legislative Analyst Report
☐	☐	Youth Commission Report
☐	☐	Introduction Form (for hearings)
☐	☐	Department/Agency Cover Letter and/or Report
☐	☐	MOU
☒	☐	Grant Information Form
☐	☐	Grant Budget
☐	☐	Subcontract Budget
☐	☐	Contract/Agreement
☒	☐	Form 126 – Ethics Commission
☐	☐	Award Letter
☐	☐	Application
☐	☐	Public Correspondence

OTHER (Use back side if additional space is needed)

☐	☐	_____
☐	☐	_____
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Completed by: Victor Young **Date** October 12, 2012
Completed by: Victor Young **Date** _____

FILE NO. 120988 RESOLUTION NO.

[Accept and Expend Grant - Assistive Technology California Disability Employment Initiative - $105,000]

Resolution authorizing the Office of Economic and Workforce Development to retroactively accept and expend a grant in the amount of $105,000 from the US Department of Labor, passed through California Employment Development Department for the Disability Employment Initiative.

WHEREAS, The Office of Economic and Workforce Development will enhance its current work under Disability Employment Initiative by providing additional services to disabled clients in the form of certifications and emergency funding and will make system-wide improvements to the program through training and technology; and

WHEREAS, This is a $105,000 modification to an existing grant of $504,595, increasing the total grant amount to $609,595; and

WHEREAS, This grant does not create any new positions as the program activities will be performed by existing staff, and will not require an amendment to the Annual Salary Ordinance; and

WHEREAS, This grant does not require any matching funds; and

WHEREAS, The Department proposes to maximize use of available grant funds on program expenditures by not including indirect costs in the grant budget; now, therefore, be it

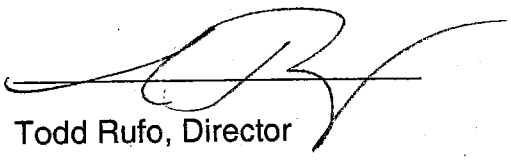
RESOLVED, That OEWD is hereby authorized to accept and expend retroactively the amount of $105,000, for the period of October 1, 2011 through September 30, 2014; and, be it

FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in the grant budget; and, be it

FURTHER RESOLVED, That OEWD is hereby authorized to retroactively accept and expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and, be it

FURTHER RESOLVED, That the Director of OEWD is authorized to enter into the agreement on behalf of the City.

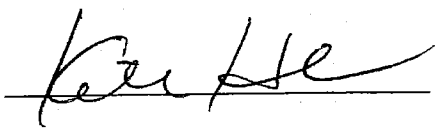
Recommended:



Todd Rufo, Director

Office of Economic and Workforce Development

Approved:



Edwin M. Lee

Mayor

For Ben Rosenfield

Controller

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Assistive Technology for the California Disability Employment Initiative

2. Department: Office of Economic and Workforce Development

3. Contact Person: John Halpin Telephone: (415) 701-4856

4. Grant Approval Status (check one):

[x] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: $105,000 (amending the original Disability Employment Initiative grant amount of $504,595 in FY13 AAO)

6a. Matching Funds Required: NA
b. Source(s) of matching funds (if applicable): NA

7a. Grant Source Agency: Department of Labor
b. Grant Pass-Through Agency (if applicable): California Employment Development Department

8. Proposed Grant Project Summary: The Assistive Technology funding will be used to provide additional services to disabled clients. This includes training and certifications for professional development and emergency funding for supportive services like transportation, clothing and tools that will help secure employment. The funding will also be used for training and planning to have a greater reach with an interactive online community, updated assistive technology, literacy training, and outreach/marketing materials.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 10/01/2011 End-Date: 9/30/2014

10a. Amount budgeted for contractual services: $101,200

b. Will contractual services be put out to bid? No

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out? Ongoing

11a. Does the budget include indirect costs? [ ] Yes [x] No

b1. If yes, how much?
b2. How was the amount calculated?

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

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9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 10/01/2011 End-Date: 9/30/2014

10a. Amount budgeted for contractual services: $105,000

b. Will contractual services be put out to bid? No

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out? Ongoing

11a. Does the budget include indirect costs? [ ] Yes [x] No

b1. If yes, how much?
b2. How was the amount calculated?

c1. If no, why are indirect costs not included?
[ ] Not allowed by granting agency [x] To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs?
Indirect costs of 10%, or $10,500, are incorporated in the Department's budget.

12. Any other significant grant requirements or comments:

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

[x] Existing Site(s)	[x] Existing Structure(s)	[x] Existing Program(s) or Service(s)
[ ] Rehabilitated Site(s)	[ ] Rehabilitated Structure(s)	[ ] New Program(s) or Service(s)
[ ] New Site(s)	[ ] New Structure(s)	

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Eugene T. Flannery
(Name)

Environmental Compliance Manager/ADA Coordinator
(Title)

Date Reviewed: 9.20.12

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Rhonda Simmons
(Name)

Workforce Development Director
(Title)

Date Reviewed: 9/20/12

(Signature Required)

Disability Employment Initiative Grant Budget
Grant Code: MEWI12-0408
Index Code: 211000

02100	3,800
03801	101,200
Total	105,000

Subgrantee: San Francisco, Office of Economic and Workforce Development, (OEWD)

Flexible Funding Proposal

Date: 4-20-2012
Name: John Halpin
Phone: 415-581-2335
E-mail: john.halpin@sfgov.org

Funding Request

[How much funding do you expect to use over the project's life? **Note**: Your ability to expend funding will be evaluated at the end of each year to ensure you are effectively using these funds.] $90,000 see attached DEI spreadsheet.

Proposal

[How do you plan to use flexible funds to best meet the needs of your CDEI clients? Will your focus be on individual customer needs or systemic improvements?]

Our request for flexible funding focuses on both the individual needs of clients and systemic improvements. Individually, we will look at emergency funding and certifications. Systemically, we will focus on using training and technology to have a greater reach with an interactive online community, updated assistive technology, literacy training, and outreach/marketing materials. .

We are proposing an orientation/training for the DEI Team including offsite planning and education. The group will use this time to participate in team building exercises, brainstorm about beginning the program, participate in disability awareness trainings like legacy, and share their individual expertise. Finally, a key component of training will include partnering with Virginia Commonwealth and Cornell to provide the team with detailed SSI/SSDI benefits training. Included in this training will be information about how to follow up and make sure One Stop customers understand the information and are following through to make the necessary decisions about their professional future. This will help address a key need of the One Stop customers with disabilities in their pursuit of work.

We will subcontract with Vision Literacy. The subcontract with Vision Literacy would allow us to implement a basic literacy tutoring component to DEI, leading to trained volunteers mentoring One Stop customers in need of basic skill remediation to develop their basic English language skills (reading, writing, speaking, and listening for both native and non-native speakers), basic math, and basic computer skills. For those CVE customers who have gaps in their foundational English language, math, and computer skills, working with a tutor will help them gain the basic skills and self-confidence that they need to succeed in their employment training program and, ultimately, in long-term employment.

We will also use flex funding for certifications with Certiport, ServSafe, and the Green Clean Institute which will give the program a focus towards a career ladder and provide One Stop customers with a competitive edge incorporating professional development into individual's futures. The certifications are:

ServSafe is related to California food handling laws. To work in a food handling establishment all employees need to be certified. Having the certification completed will give our job seekers an advantage over other candidates.

Certiport is a skill set that will introduce participants to information and communications technology (IC^3). IC^3 focuses on a future in computers, or any field that requires the use of computers, one certification can set our participants apart from the crowd. The Internet and Computing Core Certification (IC^3®) provides students and job-seekers with the foundation of knowledge they need to succeed in environments that require the use of computers and the Internet. The Global Standard 3 is an internationally recognized standard for digital literacy and reflects the most relevant skills needed in today's academic and business environments.

The Green Clean Institute's mission is :
"We seek to offer training at an accessible and affordable level, reaching thousands of janitorial workers in the U.S. and abroad. Going Green is more than including a Green product on the cart. It must include a well educated team and integration of Green practices, thus increasing the professionalism of any cleaning service. Whether online or by site based education, we are the affordable solution to credible credentials".
Possessing the Green Clean Institute seal will provide an additional benefit to our customers.

This funding will also support new and updated assistive technology (AT) to strengthen the ability to be welcoming and cutting edge in the One Stops. AT updates and changes consistently. The San Francisco One Stops were last updated in June 2011. One of the first activities of the Disability Resource Team (DRT) will be to provide accessibility assessments.

An online interactive community will be used to incorporate technology allowing the team of four to have a greater impact on the community as a whole. The online community will be a website that includes a blog, resource database, links to community information, and a place for visitors to post questions and provide one another with resources. The DEI team will monitor this site with the help of a webmaster.

Innovative marketing such as a banner and creative outreach materials will be necessary for participants, community partners, and employers. We will develop materials like flash drives with appropriate graphics to use at outreach activities like community events and job fairs and to promote Ticket to Work. We would also like to purchase a projector and screen to be used for training.

We would like to support individual's needs with an emergency fund to help with supportive services that include; transportation expenses, meals, clothing, and tools that would help support successful employment. (See policy) Emergency funding would help participants be successful in securing employment.

Policy

[Outline your proposed policy for approving and issuing flexible funds to your customers or to benefit a system change. **Be clear and concise about the proposed guidelines. Any request outside your policy's parameters must be approved by your EDD project advisor.**]

The Disability Employment Initiative (DEI) Team will have access to money for participant emergencies.

The participants can request access to the money by filling out the attached DEI Emergency Expense application. A DEI Team member will work with the DEI Manager to assess the need and availability of funds. Individuals will have access to a maximum of $1000.

The DEI Team Manager will provide a monthly report of monies used to be included in the overall team report submitted to the Employment Development Department (EDD).

Procedure

[Include the tasks that make up the decision process. Identify tasks that are mandatory and which tasks are optional based on the request?]

Overview

The DEI Team may provide participants with Supportive Services necessary to assist them while pursuing training and employment. Funds for such services are included in the Flex Funding portion of the DEI.

Transportation Expenses

Participants wishing to use WIA funds to assist participants with transportation needs in the form of MUNI passes, gas vouchers, etc. will invoice fill out the DEI Emergency Expense form for total grant amount.

The following steps will be taken when a participant is in need of transportation support:

- Participant will complete a ***Supportive Service Payment Determination-Certification Form*** and

submit it to their Case Manager.
- The Case Manager (or other authorized Provider representative) will review and sign the document and keep in the participant's file.

Clothing Expenses

The following steps will be taken when a participant is in need of childcare support:

- Research other possible funding sources
- Cash never given directly to participant
- Clothes must be appropriate for work based on the position in question

Medical/Dental

The One Stop customer is disabled and needs access to medical and/or dental care to be prepared for the job search and interview process.

Miscellaneous Expenses

Other allowable Supportive Services expenses are payment of union dues, books, uniform, tools, etc.

Data Collection and Record Keeping:

The DEI Team members will be responsible for providing Supportive Services and will be required to report on monies used to the DEI Manager.

Reconciling Support Services Accounts

Each month, details about monies used will be included in the team's monthly report.

Outcomes

[How will you evaluate the success of your intended outcomes? **To make sure your outcomes are measurable, ask yourself, "How will we measure that we effectively used these funds?"**]

For Vision Literacy at least 120 participants will receive basic literacy tutoring. We will provide data on customers who have completed literacy tutoring and there will there be a pre and post survey so that we can assess skill gain.

Information for participants who receive a recognized a certification for Certiport, ServSafe, and Green Clean will be reported to the DEI manager and will be included in the monthly report.

We anticipate our interactive website will have 750 visitors from June 2012-September 2014. We will set up the website to track the number of visits which will include people accessing the resource database.

Outcomes for emergency/supportive services would support performance goals especially for those who receive a recognized certificate/diploma/degree and are placed into jobs.

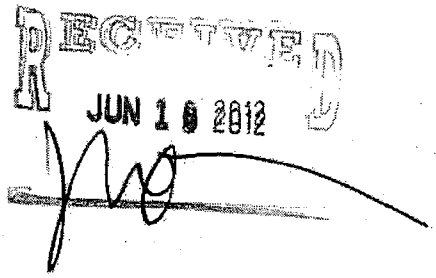
California Labor and Workforce Development Agency

Employment Development Department
State of California

Edmund G. Brown Jr.
Governor

June 14, 2012

Ms. Rhonda Simmons, Director
San Francisco Department of
Economic & Workforce Development
50 Van Ness Avenue
San Francisco, CA 94102



Dear Ms. Simmons:

WAGNER PEYSER (WP) SUBGRANT AGREEMENT K285816

Enclosed is a copy of modification number one of your WP Subgrant Agreement for the Disability Employment Initiative project (DEI). This modification adds "Assistive Technology" funds to the Disability Employment Initiative project under grant code 329.

If you have any questions, please contact your Regional Advisor.

Sincerely,

/s/ VIVIANA NEET
Manager
Financial Management Unit

Enclosure

cc: Mr. Edwin Lee, Mayor
Regional Advisor – David Meyer
Roger Gadley, FMU

Cleared KT
CSG
Dist. WIA 6/14/12

SUBGRANT AGREEMENT

REGISTRATION NO: K285816
MODIFICATION NO: 01
SUBGRANTEE CODE: SFO

SAN FRANCISCO

SUBGRANTOR: State of California Employment Development Dept. Workforce Services Division P.O. Box 826880, MIC 69 Sacramento, CA 94280-0001	SUBGRANTEE: SAN FRANCISCO 50 VAN NESS AVENUE SAN FRANCISCO , CA 94102 GOVERNMENTAL ENTITY: YES

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Subgrantor, and the SAN FRANCISCO , hereinafter the Subgrantee. The Subgrantee agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved Project Plan for the above named Subgrantor filed with the Subgrantor pursuant to the
This modificaton consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

Funding Detail Chart	Exhibit AA, pages 1 through 1
Title I-C (OTHER PROGRAMS)	Exhibit PP, pages 1 through 1

ALLOCATION(s): The Subgrantor agrees to reimburse the Subgrantee not to exceed the amount listed hereinafter "TOTAL":	PRIOR AMOUNT: INCREASE/DECREASE: TOTAL:	$504,595.00 $105,000.00 $609,595.00

TERMS OF AGREEMENT:
From 10/01/2011 to 09/30/2014

Terms of Exhibits are as designated on each exhibit

PURPOSE: To add 'Assistive Technology' Wagner-Peyser funds to the Disability Employment Initiative project under grant code 329.

APPROVED FOR SUBGRANTOR (EDD) (By Signature) Name and Title MICHAEL EVASHENK CHIEF WORKFORCE SERVICES DIVISION	APPROVED FOR SUBGRANTEE (By Signature) Unilateral modification. Subgrantee Signature not required. Name and Title
I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein: Gabriele Long Signature of EDD Accounting Officer	This Agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen. 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance: for Signature of EDD Contract Officer

Budget Item: 7100 Fund: 0869 Budgetary Attachment: YES
Chapter 000 Statutes: 2011 FY: 11/12

PPS

SUBGRANT AGREEMENT
FUNDING DETAIL SHEET

SUBGRANTEE NAME: SAN FRANCISCO

SUBGRANT NO: K285816
MODIFICATION NO: 01

I. ALLOCATION

FUNDING SOURCE	PRIOR AMOUNT	INCREASE	DECREASE	ADJUSTED ALLOCATION
TITLE I-O: ONE-STOP				
94662 OTHER PROGRAMS (326) DISA EMPLY INA - PIL: 10/01/2011 to 09/30/2014 Prog/Element 10/ 10 Ref 001 Fed Catlg 417207	$504,595.00	$0.00	$0.00	$504,595.00
94702 OTHER PROGRAMS (329) DEI-ASSIST TECH FUND: 10/01/2011 to 09/30/2014 Prog/Element 10/ 10 Ref 001 Fed Catlg 417207	$0.00	$105,000.00	$0.00	$105,000.00
TOTAL TITLE I-O	$504,595.00	$105,000.00	$0.00	$609,595.00
GRAND TOTAL:	$504,595.00	$105,000.00	$0.00	$609,595.00

EXHIBIT COVER SHEET

SUBGRANT NO: K285816
MODIFICATION NO: 01

EXHIBIT PP
Page 1 OF 1

SUBGRANTEE: SAN FRANCISCO
FUNDING SOURCE: W-P DEI ASSISTANT TECH PT 329

TERM OF THESE FUNDS: 10/01/2011 TO: 09/30/2014

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

This modification adds $105,000.00 in Wagner-Peyser funds as "Assistive Technology." Assistive Tech funding is to be used for procurement of software upgrades and other assistive technology equipment, supportive or intensive services to assure availability of training and employment needs for individual job seekers or other innovative approaches to meet the unique needs of people with disabilities.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

OFFICE OF THE MAYOR
SAN FRANCISCO

EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: for Mayor Edwin M. Lee

RE: Accept and Expend Grant – Assistive Technology California Disability Employment Initiative - $105,000

DATE: October 2, 2012

Attached for introduction to the Board of Supervisors is the resolution authorizing the Office of Economic and Workforce Development (OEWD) to retroactively accept and expend a grant in the amount of $105,000 from the US Department of Labor passed through California Employment Development Department for the Disability Employment Initiative.

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 OCT -2 PM 2:19
AK

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

120988

File No: 120988

FORM SFEC-126
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Government Conduct Code § 1.126)

City Elective Officer Information (*Please print clearly*)	
Name of City elective officer(s): Members, San Francisco Board of Supervisors	City elective office(s) held: Members, San Francisco Board of Supervisors

Contractor Information (*Please print clearly*)	
Name of Contractor: Community Vocational Enterprises Inc.	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent of more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. (1) David Clancy, Cathe Cornellio, Victor Stannard Cousins, Angela Ge, Beth Hodess, Henry Kaiser, Linda Martino, Salil Phadnis, Chutta Ratnathicam, Ibanga Umanah (2) Chief Executive Officer-Lorna D. Jones, Controller-John Hueste, Chief Communications Officer-Patrick Regan (3) NA (4) NA (5) NA	
Contractor address: 818 Mission St., Suite 300, San Francisco, CA 94103	
Date that contract was approved:	Amount of contract: $747,499
Describe the nature of the contract that was approved: CVE will coordinate with the One Stop Career Link Centers to provide wrap-around services, support, employment, and retention services to job seekers with disabilities.	
Comments:	

This contract was approved by (check applicable)

☐ The City elective officer(s) identified on this form

☑ A board on which the City elective officer(s) serves San Francisco Board of Supervisors
Print Name of Board

☐ The board of a state agency (Health Authoirty, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on the form sits

Print Name of Board

Filer Information (*Please print clearly*)	
Name of filer: Angela Calvillo, Clerk of the San Francisco Board of Supervisors	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: BOS.Legislation@sfgov.org

Signature of the Elective Officer (if submitted by City elective officer) Date Signed

Signature of Board Secretary or Clerk (if Submitted by Board Secretary or Clerk) Date Signed