

File No. 190931

Committee Item No. 9

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date September 25, 2019

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong

Date September 26, 2019

Completed by: Linda Wong

Date \_\_\_\_\_

1 [Accept and Expend Grant - Retroactive - North Valley Consortium Workforce Development  
2 Board - Prison to Employment Initiative - \$387,105]

3 **Resolution retroactively authorizing the Office of Economic and Workforce**  
4 **Development to accept and expend a grant in the amount of \$387,105 from the Bay-**  
5 **Peninsula Regional Planning Unit fiscal agent, the North Valley Consortium Workforce**  
6 **Development Board, for expansion of an in-custody job center and coordination of**  
7 **post-release job training and workforce development programs, for the period of**  
8 **September 1, 2019, through March 31, 2022.**

9  
10 WHEREAS, The California Workforce Development Board Prison to Employment  
11 Initiative seeks to fund training opportunities and supportive services for reentry and justice-  
12 involved individuals; and

13 WHEREAS, The Bay-Peninsula Regional Planning Unit Prison to Employment Initiative  
14 application identified a strategy for the expansion of an in-custody job center and coordination  
15 of in-custody and post-release services among reentry partners; and

16 WHEREAS, The Bay-Peninsula Regional Planning Unit, acting as a pass-through  
17 agent, granted the Office of Economic and Workforce Development \$387,105 to develop  
18 training programs and supportive services for reentry and justice-involved individuals; and

19 WHEREAS, The grant does not require an Annual Salary Ordinance amendment; and

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

22 RESOLVED, That North Valley Consortium (NOVA) Workforce Development Board is  
23 the Bay-Peninsula Regional Planning Unit fiscal agent for funding from the California  
24 Workforce Development Board; and, be it  
25

1 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the Office of  
2 Economic and Workforce Development to accept and expend a grant in the amount of  
3 \$387,105 from the Bay-Peninsula Regional Planning Unit fiscal agent, the North Valley  
4 Consortium (NOVA) Workforce Development Board; and, be it

5 FURTHER RESOLVED, That the Office of Economic and Workforce Development is  
6 responsible for the oversight of Bay-Peninsula Regional Planning Unit State funding for  
7 workforce development activities in San Francisco; and, be it

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

10 FURTHER RESOLVED, That the Director of the Office of Economic and Workforce  
11 Development is authorized to enter into the Agreement on behalf of the City.

12  
13 Recommended:

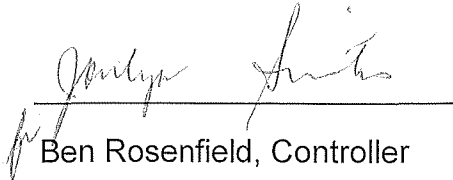
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16 \_\_\_\_\_  
17 for Joaquin Torres, Director

18  
19  
20 Approved:

21  
22 

23 \_\_\_\_\_  
24 for London N. Breed, Mayor

25 

for Ben Rosenfield, Controller

File Number: 190931  
(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: Prison to Employment Initiative
2. Department: Office of Economic and Workforce Development
3. Contact Person: Lisa Pagan Telephone: (415) 554-6936
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$ 387,105.00
6. a. Matching Funds Required: \$ 0  
b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: California Workforce Development Board  
b. Grant Pass-Through Agency (if applicable): North Valley Consortium (NOVA) Workforce Development Board

8. Proposed Grant Project Summary:

In partnership with the San Francisco Sheriff's Office (SHF), San Francisco Adult Probation (APD), and the California Department of Corrections and Rehabilitation (CDCR), OEWD will expand an in-custody job center and coordinate in-custody and post-release job training and workforce development programs.

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

Start-Date: September 1, 2019 End-Date: March 31, 2022

10. a. Amount budgeted for contractual services: \$332,042.00  
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? N/A  
d. Is this likely to be a one-time or ongoing request for contracting out? One-time
11. a. Does the budget include indirect costs?  
 Yes  No  
b. 1. If yes, how much? \$ 0  
b. 2. How was the amount calculated? N/A  
c. 1. If no, why are indirect costs not included?  
 Not allowed by granting agency  To maximize use of grant funds on direct services  
 Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs? \$73,124.14

12. Any other significant grant requirements or comments: N/A

**\*\*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):

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s)       | <input type="checkbox"/> Rehabilitated Structure(s)       | <input type="checkbox"/> New Program(s) or Service(s)                 |
| <input type="checkbox"/> New Site(s)                 | <input type="checkbox"/> 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:

N/A

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

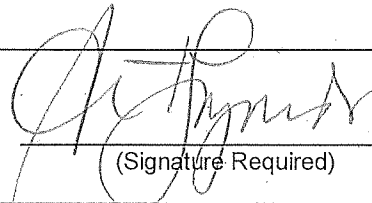
Alfredo Fajardo

(Name)

Program Compliance Officer

(Title)

Date Reviewed: 7/24/19



(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Merrick Pascual

(Name)

Chief Financial Officer

(Title)

Date Reviewed: 7/24/19



(Signature Required)



**WORKFORCE  
DEVELOPMENT**

- Adobe, Inc.
- Amazon
- Applied Materials
- Carobar Business Solutions
- California Department of Rehabilitation
- California Employment Development Dept.
- Center for Continuing Study of the California Economy
- Code Name Collective
- Communications Workers of America
- Couchbase
- County of Santa Clara
- Cupertino Electric, Inc.
- Foothill-De Anza Community College District
- Housing Authority of the County of Santa Clara
- MM Hamilton Financial Group
- Organizational Performance Systems, Inc.
- Outset Medical
- Peninsula Family Service
- Pipe Trades Training Center
- Roth Staffing Companies
- Sacred Heart Community Service
- Sequoia District Adult School
- San Mateo County Building & Construction Trades Council
- San Mateo County Community College District
- San Mateo County Economic Development Association
- South Bay Labor Council

April 26, 2019

Mr. Joshua Arce, Director  
Workforce Development Division  
Office of Economic and Workforce Development  
One South Van Ness Avenue, 5<sup>th</sup> Floor  
San Francisco, CA 94103

Re: Prison to Employment Grant Award

Dear Mr. Arce:

This letter serves as notification that NOVA, as fiscal agent for the Bay-Peninsula Regional Planning Unit, has been awarded a Prison to Employment grant from the California State Workforce Development Board (CWDB) in the amount of \$1,797,318 for a term commencing upon the State's official award of the funds (expected in September 2019) through approximately March 31, 2022. The grant is focused on employment and training services for the justice-involved and formerly incarcerated populations.

The City of San Francisco Office of Economic and Workforce Development is a partner in providing services under this grant. Once we have received the grant agreement from the CWDB, NOVA will be developing a contract in the amount of \$387,105 to award funding to OEWD. Please note that this amount will be further divided into two separate funding sources: Regional Implementation and Direct Services for \$231,429; and Regional Supportive Services and Earn and Learn for \$155,676.

If you have questions or need further information, please contact Jeanette Langdell, Program Manager, at (408) 730-7241.

Sincerely,

Kris Stadelman  
Director

Co-Chairs:  
Christopher Galy  
Jennifer Morrill

Vice Chairs:  
Julian Chu  
Poncho Guevara

Past Chair:  
Van Dang

Director:  
Kris Stadelman

**I. Statement of Need 10 points**

The Bay Peninsula Regional Planning Unit (BPRPU) covers San Francisco, San Mateo, Santa Clara, and San Benito Counties, and is home to 3.6 million people, with a total labor force of approximately 2.3 million. Based on information provided by justice system partners and available public data, the number of justice-involved individuals falling under local supervision in the region **totals over 34,000 individuals.**

**Local supervision numbers by county**

County	Probation	Local Jail	PRCS	Juvenile	TOTAL
San Francisco	5,800	1,255	1,284	576	8,915
San Mateo	4,411	1,008	774	277	6,470
Santa Clara	7,626	3,495	5,982	926	18,029
San Benito	511	124	47	42	724
<b>TOTAL</b>	<b>18,348</b>	<b>5,882</b>	<b>8,087</b>	<b>1,821</b>	<b>34,138</b>

The most recent data available from the CA Department of Finance, CDCR, and the Board of State and Community Corrections (2014) reflects the numbers of state supervised individuals for the four counties within the BPRPU (includes those in prisons, camps, in-state and out-of-state contract beds, and DMH state hospitals) – **for a total of over 13,000 individuals.**

**State level supervision numbers by county**

County	CDCR population	Sentenced population	Non-sentenced population	Total per County
San Francisco	953	188	1,063	2,204
San Mateo	1,264	346	742	2,352
Santa Clara	4,237	1,251	2,955	8,443
San Benito	121	38	86	245
<b>TOTAL</b>	<b>6,575</b>	<b>1,823</b>	<b>4,846</b>	<b>13,244</b>

**Thus, the region is home to over 47,000 actively supervised individuals.** The following is the breakdown of these figures by county: San Francisco (23.5%); San Mateo (18.5%); Santa Clara (55.9%); San Benito (2.0%).

Data from the CDCR’s *2017 Outcome Evaluation Report: An Examination of Offenders Released in 2012-13* (updated June 2018) provides the number of individuals released from state custody as well as their one, two, and three-year re-conviction rates. The three-year re-conviction rate for the region based on fiscal year 2012-13 was 44%, close to the statewide average for the same fiscal year of 46.1%. Another CDCR report, *Offender Data Points: Offender Demographics for the 24-month Period Ending December, 2017*, provides the numbers released in 2016 by county of commitment.

**Numbers released from state custody and 3-year re-conviction rates, by county**

County	2012-13 # released	3-year number returned	3-year conviction rate	2016 releases
San Francisco	300	97	32.3%	335

<b>San Mateo</b>	280	118	42.1%	274
<b>Santa Clara</b>	932	449	48.2%	839
<b>San Benito</b>	38	18	47.4%	248
<b>TOTAL</b>	<b>1,550</b>	<b>682</b>	<b>44.0%</b>	<b>1,476</b>

Current demographic information was not available for all sub populations or for all counties. The below table provides some demographic data for the region’s largest counties. Please see the BPRPU regional plan for further demographic data on justice involved populations (age distribution; racial/ethnic breakdown by gender).

<b>County</b>	<b>% male</b>	<b>% Black</b>	<b>% Asian</b>	<b>% Latinx</b>	<b>% White</b>	<b>% Other</b>
<b>San Francisco Adult Probation</b>	89%	30%	3%	12%	49%	5%
<b>San Mateo State Parole</b>	96%	19%	n/a	39%	26%	16%
<b>Santa Clara County Probation</b>	80%	12%	7%	51%	26%	4%

The WIOA funded workforce system has only been able to serve a tiny fraction of those 47,000 individuals. The below table reflects the number of self-identifying clients in reentry served by the region in the last two years. Please note that the San Francisco and San Benito “Total Enrolled” and “Exited” figures includes both WIOA and non-WIOA funded clients.

<b>WDB</b>	<b>New WIOA Enrollments</b>	<b>Total Enrolled</b>	<b>Exited</b>	<b>Employed after Exit (within 4 quarters)</b>	
<b>NOVA</b>					
7/1/16-6/30/17	69	102	80	61	76%
7/1/17-6/30/18	68	88	58	31	53%
<b>San Benito</b>					
7/1/16-6/30/17	10	14	6	6	100%
7/1/17-6/30/18	10	17	5	5	100%
<b>San Francisco</b>					
7/1/16-6/30/17	n/a	n/a	n/a	n/a	n/a
7/1/17-6/30/18	50	162	93	93	100%
<b>Work2future</b>					
7/1/16-6/30/17	150	274	119	86	72%
7/1/17-6/30/18	117	331	107	73	68%

Types of Services Needed and Evidence

Californians for Safety and Justice’s research report, *Repairing the Road to Redemption in California*, found that 76% of individuals with a criminal conviction have experienced barriers to success, including 46% who have experienced difficulty in finding a job and 35% who have experienced difficulty with obtaining an occupational license. Barriers to employment include substance use, mental/physical illness and disabilities, limited or no work history, limited



educational attainment, low income/poverty, lack of housing or transportation, and the stigma of a criminal conviction.

Access to gainful employment is strongly correlated with a reduced likelihood that people re-entering society from the criminal justice system will return to crime. Communities with higher employment rates experience lower crime rates and lower rates of recidivism (*Schmitt, J., & Warner, K. 2010. Ex-Offenders and The Labor Market. Washington: Center for Economic and Policy Research.*) However, employers are less likely to hire a candidate with a conviction history. Studies show that an estimated 72% of U.S. employers use background checks to screen their applicants and many are unwilling to hire applicants with convictions. (*Duane, M., La Vigne, N., Lynch, M., & Reimal, E. (2017). Criminal Background Checks: Impact on Employment and Recidivism (p. v). Urban Institute.*)

Input from stakeholders as well as justice-involved (JI) individuals themselves was consistent with these research findings on barriers for individuals in reentry. Based on research, stakeholder input, and the unique challenges of life in the San Francisco Bay Area, the following list identifies needed supports to ensure success for this population:

**Resources specific to challenges facing of reentry** – JI individuals often need supportive services in order to be successful in job training and initial employment. Furthermore, information about resources for incarcerated individuals is limited. Resource directories on paper become outdated very quickly and there are few resources to be found online for those who are internet-savvy.

**Job training leading to living wage income and career growth potential** - Many career tracks are out of reach due to criminal records. Low wages make survival in the Bay Area, with its high cost of living, untenable. The situation leads to a return to criminal activity or homelessness. Manual labor may seem like the only career path available, which is difficult for disabled or elderly people. For those who are incarcerated, pre-release training can provide them with a head start in finding a sustainable career pathway. The workforce boards and their CBO partners can assist with the development of in-custody training that is in demand and offer a career ladder.

**On-the-job training and receptive employers**- JI individuals need the opportunity to prove themselves to employers. Many employers are wary of hiring JI individuals regardless of their actual skills sets. OJT offers the chance to develop a portfolio of accomplishment to help overcome stigma. EDD's Fidelity Bonding Program provides a bond of up to \$15,000 to help alleviate employers' concerns in hiring at-risk applicants.

**Guidance with continuity** – JI individuals need continuous, trusted relationships with case workers who can help navigate critical systems. Assistance should start at incarceration and continue all the way through to reentry and employment.

**Supportive community** - Without trusted family and friends and other forms of community, JI individuals have trouble with reentry, especially after long sentences. Isolation can lead to limited opportunities as well as feelings of depression and hopelessness. JI individuals also need to hear success stories so that they know success is possible.

The BPRPU's vision is a system that helps and supports JI individuals obtain careers that give them an opportunity to make a livable wage and advance in their careers through viable career pathway training and education programs. The three over-arching goals of the BPRPU are: 1) an

integrated and well-coordinated system of service providers resulting in seamless referrals to appropriate services; 2) a holistic menu of supportive services needed to ensure clients' success in job training and placement; 3) a culture of continuous improvement and learning, so that the BPRPU can make adjustments and identify best practices to be shared throughout the region. The three main strategies that will be adopted are: 1) in-custody job training and education focusing on in-demand opportunities whenever possible; 2) a focus on smooth connections between in-custody to post-release services; 3) an emphasis on data sharing and communication to ensure a systemic rather than piecemeal approach.

## **II. Partnerships 20 Points**

Toward the three goals and strategies outlined above, the four Workforce Development Boards in the BPRPU will take the lead in the rollout of the Prison to Employment funds, with work2future (San Jose) taking the program lead and NOVA taking the fiscal lead for the region. The BPRPU WDBs are currently working with and have a robust history of working with Probation, Parole, and community-based organizations (CBOs) to provide services to JI individuals, including pre- and post-release. The regional plan details current efforts and partnerships already underway that serve JI individuals and improve their employment outcomes - many of these efforts are coordinated with Probation and Sheriff Departments, both in-custody and post-release.

Although the BPRPU WDBs have a history of working with justice system partners, a few issues that emerged from the planning process are worth noting. First, while the San Francisco Bay Area is home to many community-based organizations serving justice involved individuals, they are for the most part working in silos and are not as part of a coordinated system. Second, the extremely high cost of living in the Bay Area is a barrier both for JI clients as well as for service providers, which have difficulty affording rent and offering competitive wages to staff. Both factors were taken under consideration in the development of this proposal.

As part of the regional planning process, the BPRPU developed a Google map of reentry resources. Containing several thousand entries across the greater San Francisco Bay Area and beyond, the map incorporates local county reentry guides as well as the information from the state's "Interactive Corrections Map." The map provides contact information as well as information about the services available. <https://tinyurl.com/y9bq9w5v>

The BPRPU will conduct procurement for direct and supportive/earn and learn service providers. Because there are multiple potential service providers in each county (as evidenced by the Google map above), and the anticipated funding is limited for such a large area and for the 47,000 JI individuals in the region, this will be the best way to identify programs that have the capacity to build on previous success and identify any new promising CBO partners.

Respondents to the service provider procurement will be scored on criteria including the following:

- Ability to coordinate services and referrals with representatives of State Parole and County Probation supervision

- How they will coordinate across service providers to provide peer support, mentorship, housing, transportation, food, family reunification, financial literacy, substance abuse treatment, and other supportive and direct services
- Ability to outreach, recruit, and develop new employer connections for work-based learning, training, and successful employment outcomes

Service providers will be selected based on those that can deliver on the goals and strategies of the region. Furthermore, each WDB will facilitate information sharing among local partners to evaluate the evolving service needs of the region's justice-involved population on an ongoing basis. Given the huge geography covered by the Bay Peninsula RPU and the jurisdictional authority of justice system partners, locally driven meetings are the most sensible approach to sustained partner engagement. Those local learnings will be rolled up to the regional level through the on-going coordination of the BPRPU's Leadership Council.

Each WDB will ensure that partners are well informed about priority sectors and in demand occupations and will ensure coordination with existing regional career pathway efforts. Each contracted service provider as well as other partners will be expected to share best practices and lessons learned with regards to programs and service models that serve the region's JI population. On a regional level, the BPRPU will identify and share best practices and program successes which may be replicated in other communities. The WDBs will also ensure coordination with employer and labor partners who help to employ JI individuals, including the restaurant Cala SF, Tesla, BenteK, Jabil; Swinerton, Nibbi Brothers, Webcor, Clark, Anvil, Yerba Buena Engineering and other CityBuild construction employers; and the Building and Construction Trades Council.

### **III. Regional Implementation and Direct Service Plan 25 points**

In addition to the general alignment and coordination deliverables detailed above, service provider contractors will be asked to deliver on the following goals (listed by WDB) which emerged from the local planning and stakeholder reengagement process. As a whole, the region's priorities reflect the identified strategies of in-custody job training and education whenever possible and smooth connections between in-custody to post-release services.

#### **San Francisco**

In partnership with the San Francisco Sheriff's Office (SFSD), San Francisco Adult Probation (APD), and the California Department of Corrections and Rehabilitation (CDCR), OEWD proposes to create an in-custody to post-release continuum of services for the reentry population.

An In-Custody Job Center will serve clients who self-refer, or who are referred by existing in-custody supportive service providers and SFSD staff. The In-Custody Job Center will provide career assessment and exploration, help participants develop individualized employment plans, and offer job preparation and employment-focused barrier removal services. The In-Custody Job Center will accept over 350 referrals per year, with enrollments of 200-230 clients per year, or up to 450 over the life of the grant.

The In-Custody Job Center will refer clients to existing in-custody Occupational Skills Training programs, as well as Construction and Food Preparation pathways developed through P2E funding. In-custody OST programs will be composed of modular curricula that connect directly to existing employment opportunities or trainings within the workforce system. Grant-funded construction modules will include OSHA 10, HAZWOPER, First Aid, CPR, Confined Space, Math and Measurement, Computer Skills, Introductions to Tools, HS Diploma, and driver's license preparation courses. Culinary modules will include Knife Skills, Chemical Safety Handling, Food Preparation, ServSafe, First Aid, CPR, Dishwashing, Management, Basic Math Skills, and others. Training will include hands-on vocational training, classroom instruction, and certification courses, all offered in English and Spanish language. Both programs will serve 10-15 clients per six-week cohort at four cohorts per year, or 240 clients over the life of the grant.

The In-Custody Job Center will coordinate in-custody workforce development and provide a warm hand-off to a P2E-funded post-release Re-Entry Workforce Provider, which will meet clients at exit and ensure activate their Individual Employment Plan. The Re-Entry Workforce Services Provider will operate within or closely with the Community Assessment and Services Center (CASC) operated by the San Francisco Adult Probation Department in partnership with a wide array of public sector, non-profit, and local, state, and federal rehabilitation and corrections partners. The Re-entry Workforce Provider will receive approximately 250 referrals from the Job Center and CDCR annually, with estimated enrollments of 135 participants a year.

In addition to direct services, San Francisco partners will pilot client data sharing to determine feasibility and the impact on system coordination. The pilot program will track 10-20 clients from the in-custody job center through post-release services. San Francisco partners will also convene regularly to oversee implementation and conduct labor market analysis for reentry-specific pathways. Recognizing the need for housing supports, as well as the limitations of this funding opportunity, San Francisco partners are committed to leveraging existing partnerships to make City policy recommendations for affordable housing opportunities.

#### NOVA

NOVA and its subrecipients will work with the out-of-custody population, building on previous in-custody training where possible, with the goal of assisting individuals into apprenticeships or employment in priority sectors including the trades and manufacturing.

NOVA recognizes the expertise of CBOs that specialize in services to the formerly incarcerated and is aware of the barriers JI individuals face and the resources needed to address those barriers. NOVA's plan is to issue a Request for Proposals as follows:

- For a consortium of service providers in San Mateo County to collaborate on a proposal to provide all services, including vocational training, with one agency as lead.
- For a provider or group of providers in Santa Clara County to provide all services, with the exception of vocational training. Participants interested in training may be referred to NOVA for possible WIOA co-enrollment, dependent on eligibility and available funding. NOVA will also provide career navigation skills with the P2E funding.

Through a previous grant focused on this population (NewStart), NOVA learned the importance of assessing a potential participant's skills as well as motivation before investing in training. One indicator of motivation is whether the potential participant took advantage of available training while incarcerated. NOVA intends to build on that training to develop a career pathway for motivated customers.

NOVA will provide project management for all of its subrecipient and in-house services, including contractual oversight and performance of subrecipient monitoring. NOVA will also facilitate information sharing among its providers in order to develop capacity to serve the formerly incarcerated population. NOVA anticipates serving 144 individuals, all of whom will receive supportive services, 108 of whom will enter job training, and 89 of whom will enter employment.

#### Work2Future

In partnership with Santa Clara County Probation, and other corrections system organizations, work2future will provide training, job placement and supportive services to about 150 re-entry population. work2future plans to implement a service delivery model that focuses on partnerships with Santa Clara County employers who are amenable to teaching and committed to hiring the re-entry population following a successful training period. Customized career plans in priority sector and in in-demand occupations will be developed with employers for each participant following comprehensive aptitude, interest and skills evaluations. Partner employers, like Tesla, Bentek, and Jabil will be engaged to hire program participants with minimal or no work history. work2future service providers will provide inclusive job-related skills training while guiding participants from entry level positions to career pathway opportunities with competitive wages.

Work2future's aim is to also help support disconnected youth at the James Ranch Youth Correctional Facility: a structured, sober, no cost living environment, and the "Ranch," which offers participants opportunities to obtain sector-based career pathways training. Special emphasis will be placed on "earn and learn" strategies, such as on the job placement, work-experience, retention and earning a livable wage following training as a primary outcome of the program. The program will continue to rely on strong linkages and collaborations with experienced providers in the community to help meet the reentry challenges the supervised population and their families face. Work2future anticipates serving 150 participants, 100% of whom will enroll in job training and receive supportive services, and 89% (133) of whom will enter employment.

#### San Benito

San Benito WDB will work in partnership with the Probation Department and will seek an organization to provide a continuum of care program from in custody to post release services. The contracted organization will provide a Case Manager/Program Specialist to develop a post release plan with individuals while in custody and will continue to work with them upon release until they have successfully met their goals. While in custody, inmates will participate in life skills, personal development and reintegration workshops to prepare and transition them the post release program and reintegrate them into the community. The in-custody workshops will be

offered on an on-going basis and their participation will be assigned by the Probation Department.

Upon their release, individuals will participate in the after-care program consisting of “circulos” as support groups with other justice involved participants. Empowering workshops and “platicas” discussions will take place on life skills, reintegration strategies and for general support from their peers. The Case Manager/Program Specialist will conduct an assessment and personal plan with the goal to transition them to the community and to provide all the necessary support they need to succeed. This may include but is not limited to obtaining their driver’s license, providing housing assistance and transportation assistance, referring them to counseling to deal with the trauma they have experienced, and referrals to drug and alcohol services. In addition, all participants will receive job readiness workshops, job training, placement in industry sector employment and follow-up retention services. San Benito County WDB anticipates serving 97 participants for both in-custody and post-custody participants, with 100% of participants will receive support services, 44 will enter training and 44 will enter employment.

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The regional business services team will be a key component of employer engagement related to the P2E Initiative. Having already worked on common messaging to businesses throughout the region, the group will also be able to strategize ways to inform employers about tax credits, bonding, community resources and the benefits of hiring those in reentry. Business services staff regularly come into contact with the business community through the Employer Advisory Council, Chambers of Commerce, economic development organizations, and human resources professional associations.

The BPRPU currently works with a number of employers who are amenable to coaching and hiring the re-entry population following a successful training period. Partner employers will be engaged to hire program participants who have limited work history. They will continue to provide inclusive job-related skills training while guiding participants from entry level positions to career opportunities with self-sufficient wages and benefits. “Earn and Learn” opportunities include on-the-job training placements with industries and employers driving regional employment, resulting in full-time employment. Each local business services team maintains an internal list of employers who are known to be willing to hire and support justice-involved individuals. In addition to the employers listed previously in this application, these lists will be shared as appropriate with staff and partners working to place those individuals in employment.

Within the region, the CWDB is not currently funding any Forward Focus, Workforce Accelerator, or High Roads Partnerships projects targeting justice-involved individuals.

With regards to MOUs, NOVA and work2future share an MOU with the Santa Clara County Sheriff and Five Keys Charter School, regarding the coordination of in-custody educational services and job search assistance post-release. OEWD, the San Francisco Sheriff’s Office, the San Francisco Adult Probation Department, and the CDCR San Francisco Office are in the process of negotiating a partnership agreement reflecting shared priorities and continued engagement for service design and delivery. Please see the appendix for MOUs as well as letters of support from the San Francisco Adult Probation Department, San Francisco Sheriff, Santa Clara Office of Reentry Services, San Benito Probation Department, San Mateo County CDCR,

Santa Clara Adult Probation, Santa Clara Juvenile Probation, Santa Clara Sheriff, JobTrain, the Hotel Association of San Francisco, and the Golden Gate Restaurant Association.

The BPRPU will address any staff development needs in order to ensure that staff are well equipped to serve JI individuals. Training topics may include motivational interviewing techniques; enhanced awareness of community resources; and better understanding between Probation, Parole, and workforce system partners on how their respective systems work and how to make effective referrals.

#### **IV. Regional Supportive Service / Earn & Learn Plan 25 points**

As described above, P2E service providers will be tasked with working closely with AJCC and regional business services staff to ensure a smooth continuum of care and connecting individuals to the broader system of workforce development and other wrap around services. Any pre-release service plans that are developed for individuals will include strategies for addressing their barriers to employment, including for those facing the greatest challenges in the labor market such as individuals with disabilities or those with limited or no work experience. As part of that continuum of care, service providers funded under P2E will work closely with partner organizations to ensure warm connections and coordinated service delivery. Furthermore, a significant percentage of funds will be dedicated toward earn and learn opportunities for participants. These may include internships and on-the-job training, both of which offer JI individuals immediate income and the chance to develop skill sets while proving themselves to employers. Requests for Proposals from service providers will require potential providers to describe their ability to offer these opportunities.

As described previously, justice involved individuals face a number of barriers to their success, including but not limited to substance abuse and mental health challenges; disabilities; low income/poverty; limited educational attainment; limited or no work history; food insecurity; unstable or lack of housing; and the stigma attached to their criminal history. While the Google map of service providers provides a comprehensive list of the resources available in the region, please see the Partner Roles and Responsibilities attachment for the most frequently used partner services. The region's P2E service providers will establish the coordination necessary to ensure that individuals can access those supportive services as well as outreach and recruitment to those individuals who need the services the most – ideally pre-release. As described in the regional plan, the WDBs are already working closely with their Probation Departments and Sheriffs and will build upon those relationships for the successful deployment of P2E funds – including the identification of individuals pre-release, ensuring smooth coordination with services post release to ensure that services continue to build upon any education and training they received while incarcerated. The BPRPU expects that the appropriate and timely provision of supportive services will help to ensure participants' success in training and education activities as well as successful employment and job retention, by addressing and mitigating the very factors that make it difficult for individuals to succeed.

#### **V. Data Collection and Evaluation 10 points**

All clients benefiting from the P2E Initiative will be enrolled in CalJobs for data collection purposes. In addition to that, the region will explore ways in which to better track client progress

and share information with relevant partners. Partners expect that data sharing will shorten clients' time in workforce development and other services by limiting repetition in service delivery.

For example, the San Francisco Sheriff's Department will identify a small, jail-based cohort with which to develop business processes for tracking clients at multiple touch points and for sharing client information—with appropriate confidentiality disclosures—among partners. Members of the pilot cohort will be tracked as they move from custody to probation and after referral to the workforce system for services. As clients move through the respective systems, partners will share information about the services accessed and relevant case notes, ultimately identifying the clients' pathways through various services and the number of agency hand-offs required. Through this data collection, partners can identify whether tracking leads to improved client outcomes, pinpoint areas for system improvement, develop replicable business processes, and establish system efficiencies. The results of this pilot project will be shared for potential best practices throughout the region.

OEWD also plans to establish a Reentry Labor Market Information Working Group to research trends to inform in-custody trainings, sector strategy, and employer engagement strategies. The Reentry Labor Market Working Group will share their results with the BPRPU.

#### **VI. Innovation & Sustainability 5 points**


The BPRPU will explore other funding opportunities that may help to support services for justice involved individuals, including resources from the Board of State and Community Corrections Adult Reentry Grant Program, the Youth Reinvestment Grant Program, the Governor's Office of Business and Economic Development CA Community Reinvestment Grants Program, and local resources. Through the regional sharing of best practices, the BPRPU will be able to identify which strategies should be targeted for ongoing support and sustainability.

The lack of affordable housing in the BPRPU creates an enormous barrier for individuals who are reentering the workforce after release from jail or prison. Housing and employment create the most significant impact for reduced recidivism rates. The BPRPU will look for partnership opportunities such as with the San Francisco Mayor's Office of Housing and Community Development (MOHCD) as well as the Department of Homelessness and Supportive Housing, to develop strategies which would benefit the reentry population.

#### **VII. Budget and Participants Plans 5 Points**

Please see the attached forms.



Applicant NOVA Workforce Board					
Total Project Budget				\$ 5,104,567	
Requested Amount				\$ 4,120,839	
Match				\$ 983,728	
Address:		505 W. Olive Avenue, Suite 550			
City & Zip Code:		Sunnyvale 94086			
County:		Santa Clara			
Designated Contact Person and Title:		Kris Stadelman, Director			
Telephone:	408-730-7233	Fax:	408-730-7643	E mail:	kstadelman@novaworks.org
DUNS Number:	47897863				
Proposed Region:	Bay-Peninsula Regional Planning Unit: Counties of San Benito, San Francisco, San Mateo, and Santa Clara				
Proposed Occupations/Trades:	Manufacturing, Construction, Transportation, Information Technology, Culinary, Hospitality				
List Partners:	NOVA Workforce Board, County of San Benito, City of San Francisco Office of Economic & Workforce Development, City of San Jose-work2future				
<b>Approval of Authorized Representative</b>					
Name:	Kris Stadelman		Title:	Director	
Signature:			Date:	2/15/2019	E mail: kstadelman@novaworks.org

**Prison to Employment Implementation Direct Services Grant**

**Form 1: Budget Summary**

EDD RFA #84049

Grantee		NOVA Workforce Board			
Budget Line Item		Admin*	In House Program	Contracted Program	Total
1	Staff Salaries and Fringe Benefits	\$84,979.00	\$126,686.00		\$211,665.00
2	Staff Travel		\$600.00		\$600.00
3	<b>Operating Expenses</b>				
	- Facilities Rent	\$8,920.00	\$19,510.00		\$28,430.00
	- Office Supplies	\$1,274.00	\$5,574.00		\$6,848.00
	- Communications	\$2,549.00	\$2,787.00		\$5,336.00
	- Other (Describe)				\$0.00
4	<b>Equipment Purchases &amp; Furniture</b>				
	- Purchases				\$0.00
	- Leases				\$0.00
5	Testing/Instructional Materials				\$0.00
6	Tuition Payments/Vouchers		\$134,000.00		\$134,000.00
7	Training Costs				\$0.00
8	Supportive Services				\$0.00
9	Indirect Costs	\$6,157.00	\$9,775.00		\$15,932.00
10	Other Program Services				\$0.00
11	Contracts			\$2,062,160.00	\$2,062,160.00
<b>Total Budget Amount</b>		<b>\$103,879.00</b>	<b>\$298,932.00</b>	<b>\$2,062,160.00</b>	<b>\$2,464,971.00</b>

	Total Cost	Percentage
<b>Total Admin*</b>	\$103,879.00	4%
<b>Total Program</b>	\$2,361,092.00	96%
<b>Total Budget Amount</b>	<b>\$2,464,971.00</b>	<b>100%</b>

\*Administrative Costs not to exceed 10% of total budget

**Prison to Employment Supportive Services Earn and Learn Grant**

**Form 1: Budget Summary**

EDD RFA #84049

<b>Grantee</b>	NOVA Workforce Board				
	<b>Budget Line Item</b>	<b>Admin*</b>	<b>In House Program</b>	<b>Contracted Program</b>	<b>Total</b>
1	<b>Staff Salaries and Fringe Benefits</b>	\$91,548.00	\$169,703.00		\$261,251.00
2	<b>Staff Travel</b>		\$1,000.00		\$1,000.00
3	<b>Operating Expenses</b>				
	- Facilities Rent	\$9,618.00	\$26,148.00		\$35,766.00
	- Office Supplies	\$1,374.00	\$3,735.00		\$5,109.00
	- Communications	\$2,748.00	\$7,471.00		\$10,219.00
	- Other (Describe)				\$0.00
4	<b>Equipment Purchases &amp; Furniture</b>				
	- Purchases				\$0.00
	- Leases				\$0.00
5	<b>Testing/Instructional Materials</b>				\$0.00
6	<b>Tuition Payments/Vouchers</b>				\$0.00
7	<b>Training Costs</b>		\$216,000.00		\$216,000.00
8	<b>Supportive Services</b>				\$0.00
9	<b>Indirect Costs</b>	\$6,627.00	\$13,113.00		\$19,740.00
10	<b>Other Program Services</b>				\$0.00
11	<b>Contracts</b>			\$1,106,783.00	\$1,106,783.00
<b>Total Budget Amount</b>		<b>\$111,915.00</b>	<b>\$437,170.00</b>	<b>\$1,106,783.00</b>	<b>\$1,655,868.00</b>

	<b>Total Cost</b>	<b>Percentage</b>
<b>Total Admin*</b>	\$111,915.00	7%
<b>Total Program</b>	\$1,543,953.00	93%
<b>Total Budget Amount</b>	<b>\$1,655,868.00</b>	<b>100%</b>

\*Administrative Costs not to exceed 10% of total budget

**Prison to Employment Implementation Direct Services  
Form 2: Budget Narrative**

EDD RFA #84049

<b>Grantee</b>	NOVA Workforce Board			
<b>Budget Line Item 1 - Staff Salary and Fringe Benefits Charged to Project</b>				
<b>List job titles of staff working on project (FTE)</b>	<b>Salaries</b>	<b>Fringe Benefits</b>	<b>Benefits %</b>	<b>Total</b>
Career Advisor (.15)	\$30,410.00	\$17,668.00	58.1%	\$48,078.00
Program Mgr (.2)	\$38,792.00	\$22,538.00	58.1%	\$61,330.00
Workforce Services Rep (.05)	\$10,928.00	\$6,349.00	58.1%	\$17,277.00
Accountant (.12)	\$41,337.00	\$24,017.00	58.1%	\$65,354.00
Contracts Mgr (.03)	\$12,414.00	\$7,212.00	58.1%	\$19,626.00
				\$0.00
<b>Subtotal</b>	<b>\$133,881.00</b>	<b>\$77,784.00</b>	<b>58.1%</b>	<b>\$211,665.00</b>
<b>Budget Line Item</b>		<b>Narrative Detail</b>		<b>Budget Amount</b>
2	<b>Staff Travel</b>	Staff travel for partner, contractor and participant meetings		\$600.00
3	<b>Operating Expenses</b>			
	- Facilities Rent	Rent, facilities maintenance, security for designated staff		\$28,430.00
	- Office Supplies	General - paper, pens, ink toner, binders, etc		\$6,848.00
	- Communications	Costs for use of phones, internet, copier, etc		\$5,336.00
	- Other (Describe)			
4	<b>Equipment Purchases &amp; Furniture</b>			
	- Purchases			
	- Leases			
5	<b>Testing/Instructional Materials</b>			
6	<b>Tuition Payments/Vouchers</b>	Classroom training for 54 participants (Avg \$2,500ea)		\$134,000.00
7	<b>Training Costs</b>			
8	<b>Supportive Services</b>			
9	<b>Indirect Costs</b>	City of Sunnyvale indirect cost rate of 6.3%		\$15,932.00
10	<b>Other Program Services</b>			
11	<b>Contracts</b>	Contracts with regional local areas, CBOs, service providers		\$2,062,160.00
<b>Total Budget Amount of Awarded Fund</b>				<b>\$2,464,971.00</b>

	Amount	Percentage
<b>Total Admin</b>	\$103,879.00	4%
<b>Total Program</b>	\$2,361,092.00	96%

**Prison to Employment Supportive Services Earn and Learn Grant**

**Form 2: Budget Narrative**

EDD RFA #84049

<b>Grantee</b>	NOVA Workforce Board			
<b>Budget Line Item 1 - Staff Salary and Fringe Benefits Charged to Project</b>				
<b>List job titles of staff working on project (FTE)</b>	<b>Salaries</b>	<b>Fringe Benefits</b>	<b>Benefits %</b>	<b>Total</b>
Career Advisor (.17)	\$30,895.00	\$17,950.00	58.1%	\$48,845.00
Program Mgr (.25)	\$62,067.00	\$36,061.00	58.1%	\$98,128.00
Workforce Services Rep (.05)	\$14,432.00	\$8,385.00	58.1%	\$22,817.00
Accountant (.12)	\$42,332.00	\$24,595.00	58.1%	\$66,927.00
Contracts Mgr (.03)	\$15,518.00	\$9,016.00	58.1%	\$24,534.00
<b>Subtotal</b>	<b>\$165,244.00</b>	<b>\$96,007.00</b>		<b>\$261,251.00</b>
<b>Budget Line Item</b>		<b>Narrative Detail</b>		<b>Budget Amount</b>
2	<b>Staff Travel</b>	Staff travel for partner, contractor and participant meetings		\$1,000.00
3	<b>Operating Expenses</b>			
	- Facilities Rent	Rent, facilities maintenance, security for designated staff		\$35,766.00
	- Office Supplies	General - paper, pens, ink toner, binders, etc		\$5,109.00
	- Communications	Costs for use of phones, internet, copier, etc		\$10,219.00
	- Other (Describe)			
4	<b>Equipment Purchases &amp; Furniture</b>			
	- Purchases			
	- Leases			
5	<b>Testing/Instructional Materials</b>			
6	<b>Tuition Payments/Vouchers</b>	Work Exp, Internship, OJT for 54 participants @ \$4,000ea		\$216,000.00
7	<b>Training Costs</b>			
8	<b>Supportive Services</b>			
9	<b>Indirect Costs</b>	City of Sunnyvale indirect cost rate of 6.3%		\$19,740.00
10	<b>Other Program Services</b>			
11	<b>Contracts</b>	Contracts with regional local areas, CBOs, service providers		\$1,106,783.00
<b>Total Budget Amount of Awarded Fund</b>				<b>\$1,655,868.00</b>

	<b>Amount</b>	<b>Percentage</b>
<b>Total Admin</b>	\$111,915.00	7%
<b>Total Program</b>	\$1,543,953.00	93%

**Prison to Employment Implementation Direct Services Grant**

**Form 3: Work Plan**

EDD RFA #84049



**Region Name: Bay-Peninsula RPU**

**Lead Applicant: NOVA Workforce Board**

Objectives/Activities	Estimated Dates
<b>Quarter 1 (April - June 2019)</b>	
NOVA develops contracts with other LWDA's in region to distribute Prison to Employment funds.	7/31/19 (depending on State award dates)
Based on strategies in the regional plan and Prison to Employment grant proposal, each local area begins developing Request for Proposals to identify local service providers with expertise in serving the service justice-involved population.	RFPs issued by 9/30/19
Partners fund existing service providers for expanded post-release workforce services and in-custody construction OST within existing scope of work. (SF OEWD)	5/31/19
Post-release workforce provider establishes infrastructure and business processes for expanded post-release services within existing scope of work. (SF OEWD)	6/30/19
<b>Quarter 2 (July - Sept 2019)</b>	
NOVA executes contracts with other LWDA's in region.	9/30/19
RFP for Prison to Employment services issued by each local area.	9/30/19
Hold an employer forum to bring awareness to the importance of hiring justice involved individuals. (San Benito, possibly others)	8/31/19
Provide life-skills/personal development & reintegration workshops to initial group of in-custody participants. (San Benito)	ongoing
Provide after-care support groups, life skills workshops and re-integration services to initial group of justice involved individuals. (San Benito)	ongoing
<b>Quarter 3 (Oct - Dec 2019)</b>	
Contracts negotiated and executed with selected service providers.	10/31/2019
Begin enrollment of participants, when contracts have been executed.	ongoing
Partners confirm data sharing strategy.	12/31/2019
In-custody Job Center establishes infrastructure and business processes for service delivery job center intake, referral to in-custody OST, and coordination with post-release provider. (SF OEWD)	12/31/2019
In-custody Job Center enrolls clients into expanded in-custody workforce services. (SF OEWD)	12/31/2019
Post-release provider enrolls released clients into continuation services. (SF OEWD)	ongoing
Service provider enrolls first Construction OST. (SF OEWD)	12/31/2019
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	12/31/2019
<b>Quarter 4 (Jan - March 2020)</b>	
NOVA and subrecipients provide services, as identified in grant proposal and contracts.	ongoing
Begin enrollment of participants into training.	ongoing
Service provider enrolls first Culinary OST cohort.	1/31/2020
Help develop program services at the "Ranch" serving the youth population (work2future)	3/31/2020
Help develop program services at the Office of Re-entry Services for the Adult Population: Career Center offering Career Counseling/Career Pathways/Job Development, Digital Lab. (work2future)	3/31/2020

**Prison to Employment Implementation Direct Services Grant**

**Form 3: Work Plan**

EDD RFA #84049

Provide training to service providers on Career Pathways/Construction Programs/Earn & Learn models. (work2future)	3/31/2020
Business Services: engage with felon-friendly employers for OJT and direct placement.	ongoing
<b>Quarter 5 (April - June 2020)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	6/30/2020
Initial participants attain employment.	ongoing
Provide oversight regarding program deliverables and outcomes. (project lead)	ongoing
Continue to provide training to service providers on Career Pathways/Construction Programs	ongoing
Provide technical assistance and support for service providers to ensure program outcomes are met.	ongoing
Provide training to service providers regarding participant placement in priority sector-related training and occupations.	ongoing
<b>Quarter 6 (July - Sept 2020)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	9/30/2020
Monitoring of subrecipients.	9/30/2020
Provide strategies to develop pre-apprenticeship, apprenticeship, education (industry-recognized certificates)	ongoing
Partnerships with local community colleges to develop sector pathway efforts and training.	ongoing
<b>Quarter 7 (Oct - Dec 2020)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	12/31/2020
Program evaluation and assessment related activities: reporting on performance outcomes, best practices, lessons learned, continuous improvement strategies, recommendations. (project lead)	ongoing
<b>Quarter 8 (Jan - March 2021)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	3/31/2021
Program evaluation and assessment related activities: reporting on performance outcomes, best practices, lessons learned, continuous improvement strategies, recommendations. (project lead)	ongoing
Partners explore additional funding opportunities for program sustainability.	3/31/2021
<b>Quarter 9 (April - June 2021)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	6/30/2021
Hold an employer hiring event for justice involved individuals. (San Benito, possibly others)	6/30/2021
Program evaluation and assessment related activities: reporting on performance outcomes, best practices, lessons learned, continuous improvement strategies, recommendations. (project lead)	ongoing
<b>Quarter 10 (July - Sept 2021)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	9/30/2021

**Prison to Employment Implementation Direct Services Grant**

**Form 3: Work Plan**

EDD RFA #84049

Monitoring of subrecipients.	9/30/2021
Program evaluation and assessment related activities: reporting on performance outcomes, best practices, lessons learned, continuous improvement strategies, recommendations. (project lead)	ongoing
<b>Quarter 11 (Oct - Dec 2021)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	12/31/2021
Program evaluation and assessment related activities: reporting on performance outcomes, best practices, lessons learned, continuous improvement strategies, recommendations. (project lead)	ongoing
<b>Quarter 12 (Jan - March 2022)</b>	
Final training completions.	3/31/2022
Final placements.	3/31/2022
Contract closeout.	3/31/2022
Final program evaluation and assessment. Reporting of performance outcomes and successes.	3/31/2022



**Prison to Employment Implementation Direct Services Grant**

**Form 3: Work Plan**

EDD RFA #84049



**Region Name: Bay-Peninsula RPU**

**Lead Applicant: NOVA Workforce Board**

Objectives/Activities	Estimated Dates
<b>Quarter 1 (April - June 2019)</b>	
NOVA develops contracts with other LWDA's in region to distribute Prison to Employment funds.	7/31/19 (depending on State award dates)
Based on strategies in the regional plan and Prison to Employment grant proposal, each local area begins developing Request for Proposals to identify local service providers with expertise in serving the service justice-involved population.	RFPs issued by 9/30/19
Partners fund existing service providers for expanded post-release workforce services and in-custody construction OST within existing scope of work. (SF OEWD)	May-19
Post-release workforce provider establishes infrastructure and business processes for expanded post-release services within existing scope of work. (SF OEWD)	June-19
<b>Quarter 2 (July - Sept 2019)</b>	
NOVA executes contracts with other LWDA's in region.	9/30/19
RFP for Prison to Employment services issued by each local area.	9/30/19
<b>Quarter 3 (Oct - Dec 2019)</b>	
Contracts negotiated and executed with selected service providers.	10/31/2019
Begin enrollment of participants, when contracts have been executed.	ongoing
Provide supportive services to justice involved individuals to assist with needs-related payments, transportation assistance, housing assistance...etc.	ongoing
Partners confirm data sharing strategy.	12/31/2019
In-custody Job Center establishes infrastructure and business processes for service delivery job center intake, referral to in-custody OST, and coordination with post-release provider. (SF OEWD)	12/31/2019
In-custody Job Center enrolls clients into expanded in-custody workforce services. (SF OEWD)	12/31/2019
Post-release provider enrolls released clients into continuation services. (SF OEWD)	ongoing
Service provider enrolls first Construction OST. (SF OEWD)	12/31/2019
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	12/31/2019
<b>Quarter 4 (Jan - March 2020)</b>	
NOVA and subrecipients provide services, as identified in grant proposal and contracts.	ongoing
Begin enrollment of participants into training.	ongoing
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	3/31/2020
Help develop program services at the "Ranch" serving the youth population (work2future)	3/31/2020
Help develop program services at the Office of Re-entry Services for the Adult Population: Career Center offering Career Counseling/Career Pathways/Job Development, Digital Lab. (work2future)	3/31/2020

**Prison to Employment Implementation Direct Services Grant**

**Form 3: Work Plan**

EDD RFA #84049

Provide training to service providers on Career Pathways/Construction Programs/Earn & Learn models. (work2future)	3/31/2020
Service provider enrolls first Culinary OST cohort.	January-20
Business Services: engage with felon-friendly employers for OJT and direct placement.	ongoing
<b>Quarter 5 (April - June 2020)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	6/30/2020
Initial participants attain employment.	ongoing
Provide oversight regarding program deliverables and outcomes. (project lead)	ongoing
Continue to provide training to service providers on Career Pathways/Construction Programs	ongoing
Provide technical assistance and support for service providers to ensure program outcomes are met.	ongoing
Provide training to service providers regarding participant placement in priority sector-related training and occupations.	ongoing
<b>Quarter 6 (July - Sept 2020)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	9/30/2020
Monitoring of subrecipients.	9/30/2020
Provide strategies to develop pre-apprenticeship, apprenticeship, education (industry-recognized certificates)	ongoing
Partnerships with local community colleges to develop sector pathway efforts and training.	ongoing
<b>Quarter 7 (Oct - Dec 2020)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	12/31/2020
Program evaluation and assessment related activities: reporting on performance outcomes, best practices, lessons learned, continuous improvement strategies, recommendations. (project lead)	ongoing
<b>Quarter 8 (Jan - March 2021)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	3/31/2021
Program evaluation and assessment related activities: reporting on performance outcomes, best practices, lessons learned, continuous improvement strategies, recommendations. (project lead)	ongoing
Partners explore additional funding opportunities for program sustainability.	January - March 2021
<b>Quarter 9 (April - June 2021)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	6/30/2021
Program evaluation and assessment related activities: reporting on performance outcomes, best practices, lessons learned, continuous improvement strategies, recommendations. (project lead)	ongoing
<b>Quarter 10 (July - Sept 2021)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	9/30/2021
Monitoring of subrecipients.	9/30/2021

**Prison to Employment Implementation Direct Services Grant**

**Form 3: Work Plan**

EDD RFA #84049

Program evaluation and assessment related activities: reporting on performance outcomes, best practices, lessons learned, continuous improvement strategies, recommendations. (project lead)	ongoing
<b>Quarter 11 (Oct - Dec 2021)</b>	
Hold regional convening of WDB staff, service provider staff, and CDCR and Probation staff for training on project, staff capacity building, and sharing best practices.	12/31/2021
Program evaluation and assessment related activities: reporting on performance outcomes, best practices, lessons learned, continuous improvement strategies, recommendations. (project lead)	ongoing
<b>Quarter 12 (Jan - March 2022)</b>	
Final training completions.	3/31/2022
Final placements.	3/31/2022
Contract closeout.	3/31/2022
Final program evaluation and assessment. Reporting of performance outcomes and successes.	3/31/2022

**Prision to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

Applicant Name: NOVA Workforce Board Partner: NOVA Workforce Board					
Organization Type	Name of Partner	Role and Responsibilities	Cash/In-Kind Match Amt <i>(If Applicable)</i>	Description of Fund Source <i>(Cash (or) In-Kind)</i>	Sustainability Partner <i>(Y/N)</i>
<b>Required Partners</b>					
Local Workforce Investment Boards in Region	NOVA Workforce Board	Fiscal lead for P2E project.			
	All WDBs in region	Lead organizations for their respective jurisdictions. Issuance of RFP and contracts to service providers. Oversight, monitoring, tracking, and reporting. Support culture of continuous improvement. Share best practices with region. Link to priority sectors/ occupations/pathways.			
Department of Corrections	California Department of Corrections and Rehabilitation	Participation in planning process; ongoing input; referral of clients for services; coordination of services.			
Community	To be determined through RFP				

**Prision to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

Based Organizations / Faith Based Org / Other Non- Profits					
<b>Other Partners</b>					
State Agency Partners					
Employers / Industry Champions					
Education – Universities, Community Colleges					

**Prision to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

<b>Education K-12</b>					
<b>Other Educational Institutions (e.g. ROP, CTE,</b>	Five Keys Charter School	Educational services to Santa Clara County jail inmates			
<b>Additional County Office(s)</b>	County Probation Depts.	Participation in planning process; ongoing input; referral of clients for services; coordination of services. Support for in custody job training and preparation.			
	San Mateo County Human Services Agency	Re-entry programs			
<b>Training Providers not already mentioned</b>					
<b>Economic Development Agencies</b>					
<b>Others: (list)</b>					

**Prision to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

		Total Cash/In-Kind Match \$		
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**Prision to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

Applicant Name: NOVA Workforce Board Partner: San Benito County					
Organization Type	Name of Partner	Role and Responsibilities	Cash/In-Kind Match Amt <i>(If Applicable)</i>	Description of Fund Source <i>(Cash (or) In-Kind)</i>	Sustainability Partner <i>(Y/N)</i>
<b>Required Partners</b>					
Local Workforce Investment Boards in Region	San Benito County and all other WDBs in region	Lead organizations for their respective jurisdictions. Issuance of RFP and contracts to service providers. Oversight, monitoring, tracking, and reporting. Support culture of continuous improvement. Share best practices with region. Link to priority sectors/ occupations/pathways.			No
Department of Corrections					No
Community Based Organizations /	Youth Alliance	potential program partner to operate local programs for justice involved individuals			NO





**Prision to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

Education K-12					
Other Educational Institutions (e.g. ROP, CTE,					
Additional County Office(s)	County Probation Dept.	Referral Source, use of their local transitional center, attend partner meetings			
Training Providers not already mentioned					
Economic Development Agencies					
Others: (list)					
		Total Cash/In-Kind Match \$			

**Prison to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

Applicant Name: NOVA Workforce Board Partner: City of San Francisco					
Organization Type	Name of Partner	Role and Responsibilities	Cash/In-Kind Match Amt (If Applicable)	Description of Fund Source (Cash (or) In-Kind)	Sustainability Partner (Y/N)
<b>Required Partners</b>					
Local Workforce Investment Boards in Region	City of San Francisco Office of Economic and Workforce Development	Coordinate and convene San Francisco local partners, oversee local procurement and contractors, track outcomes, conduct labor market analysis, create infrastructure for data sharing and client tracking.	\$ 733,728	Cash and In-Kind	Y
	All WDBs in region	Lead organizations for their respective jurisdictions. Issuance of RFP and contracts to service providers. Oversight, monitoring, tracking, and reporting. Support culture of continuous improvement. Share best practices with region. Link to priority sectors/ occupations/pathways.			
Department of Corrections	California Department of Corrections and Rehabilitation, Northern Region	Participation in convenings with San Francisco local partners and implement referral strategy with Local workforce development providers.	\$ -		N



**Prison to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

Education – Universities, Community Colleges					
Education K-12					
Other Educational Institutions (e.g. ROP, CTE,					
Additional County Office(s)	San Francisco Sheriff's Office	Participation in convenings, implementation of in-custody training opportunities, partnership with in-custody job center, and participation in data sharing for client tracking pilot.	\$ 250,000	In-Kind	Y
	San Francisco Adult Probation Department	Participation in convenings, oversight of CASC service providers, and participation in data sharing for client tracking pilot.	\$ -		Y
Training Providers not already mentioned	Geo Reentry Group	Expertise on reentry workforce needs and post-release provider.	\$ -		N
	America Works	Expertise on reentry workforce needs and post-release provider.	\$ -		N
Economic					

**Prision to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

<b>Development Agencies</b>					
<b>Others: (list)</b>	San Francisco Building and Construction Trades Council	Linkage with construction sector employers.			N
	Hotel Council	Linkage with hotel and hospitality sector employers.			N
	Golden Gate Restaurant Association	Linkage with restaurant and hospitality sector employers.			N
		<b>Total Cash/In-Kind Match</b>	<b>\$ 983,728</b>		

**Prision to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

Applicant Name: NOVA Workforce Board Partner: City of San Jose/work2future					
Organization Type	Name of Partner	Role and Responsibilities	Cash/In-Kind Match Amt (If Applicable)	Description of Fund Source (Cash (or) In-Kind)	Sustainability Partner (Y/N)
<b>Required Partners</b>					
Local Workforce Investment Boards in Region	City of San Jose / work2future	Project lead: Overall P2E project coordination.			
	All WDBs in region	Lead organizations for their respective jurisdictions. Issuance of RFP and contracts to service providers. Oversight, monitoring, tracking, and reporting. Support culture of continuous improvement. Share best practices with region. Link to priority sectors/ occupations/pathways.			
Department of Corrections					
Community Based Organizations / Faith Based	work2future Foundation	Referrals and co-enrollments		in-kind	y
	Eckerd	Referrals and co-enrollments		in-kind	
	Sacred Heart	wrap-around services and continuum of care services		in-kind	y
	Catholic Charities	Referrals and support services		in-kind	y

**Prison to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

<b>Faith Based Org / Other Non- Profits</b>	Destination Home	Housing Assistance		in-kind	y
	Downtown Streets	Housing Assistance		in-kind	y
	Faith-Based Reentry Resource Centers in Santa Clara County	Referrals and counseling services		in-kind	y
<b>Other Partners</b>					
<b>State Agency Partners</b>	EDD	Wagner Peyser Act Employment Services		In-kind	
<b>Employers / Industry Champions</b>	Bentek	Provide Earn & Learn opportunities		50% of hourly pay	y
	Tesla	Provide Earn & Learn opportunities		internship opportunities	y
	Jabil			internship opportunities	y
<b>Education – Universities, Community Colleges</b>	San Jose City College	Provide Career Pathway Programs and Credentials; Postsecondary Career and Technical Education		in-kind	y
	Evergreen community College			in-kind	y
<b>Education K-12</b>	Campbell Unified High School District	Adult Education and Literacy		in-kind	y
	Metropolitan Education District				y
	East Side Union High School District				y
	Morgan Hill High School District				y
<b>Other Educational Institutions</b>	Santa Clara County Office of Education	Provide construction training program and other educationa services at the James Ranch		in-kind	y



**Prision to Employment Implementation Direct Services Grant *and* Supportive Services Earn and Learn Grant  
Partner Roles Responsibilities**

EDD RFA #84049

<b>Institutions</b> (e.g. ROP, CTE,	San Jose Job Corps	Education and Career Services		in-kind	
<b>Additional County Office(s)</b>	Santa Clara County Social Services/CalFresh	Referrals and Temporary Assistance for needy families		in-kind	y
	Child Support Services	Referrals and support services		in-kind	y
<b>Training Providers not already mentioned</b>					
<b>Economic Development Agencies</b>	City of San Jose, Economic Development Dept.	LMI which helps to make informed career pathways and priority sector training related decisions		in-kind	
<b>Others: (list)</b>					
		<b>Total Cash/In-Kind Match \$</b>			

**Prison to Employment Implementation Direct Services Grant  
Form 4: Participant Plan**

EDD RFA #84049

Applicant NOVA Workforce Board

	Q1 Apr - Jun 2019	Q2 Jul - Sep 2019	Q3 Oct - Dec 2019	Q4 Jan - Mar 2020	Q5 Apr - Jun 2020	Q6 Jul - Sep 2020	Q7 Oct - Dec 2020	Q8 Jan - Mar 2021	Q9 Apr - June 2021	Q10 Jul - Sep 2021	Q11 Oct - Dec 2021	Q12 Jan - Mar 2022	Total
1. Participants to be Served	0	20	25	66	71	71	71	71	71	60	43	32	601
2. Enrollment in Training	0	0	0	17	20	21	20	21	21	6	1	0	127
3. Completion of Training	0	0	0	0	1	5	8	16	16	15	15	10	86
4. Attained Industry-Valued Certificate, Credential or Degree	0	0	0	0	1	5	7	9	9	9	9	4	53
5. Placement in Postsecondary Education	0	0	0	0	0	0	0	1	0	6	0	1	8
6. Placement in State-Approved Apprenticeship	0	0	2	1	1	4	3	4	3	5	4	3	30
7. Placement in Industry Sector Employment													247
Industry Type: Manufacturing	0	0	2	3	8	13	12	14	13	15	11	9	100
Industry Type: Information Technology	0	0	0	7	9	12	7	12	8	12	8	10	85
Industry Type: Culinary	0	0	1	1	3	7	7	7	8	7	7	7	55
Industry Type: Demand Occupations (retail/hospitality)	0	0	0	0	0	1	1	1	1	1	1	1	7
8. Placement in Temporary/Other Employment	0	6	1	1	1	5	5	4	4	4	4	4	39
9. Retention in Employment	0	0	0	5	6	7	9	13	16	16	18	95	185

**Prison to Employment Supportive Services Earn and Learn Grant  
Form 4: Participant Plan**

EDD RFA #84049

**Applicant NOVA Workforce Board**

Note: This plan includes all participants receiving supportive services

	Q1 Apr - Jun 2019	Q2 Jul - Sep 2019	Q3 Oct - Dec 2019	Q4 Jan - Mar 2020	Q5 Apr - Jun 2020	Q6 Jul - Sep 2020	Q7 Oct - Dec 2020	Q8 Jan - Mar 2021	Q9 Apr - June 2021	Q10 Jul - Sep 2021	Q11 Oct - Dec 2021	Q12 Jan - Mar 2022	Total
1. Participants to be Served	0	22	27	62	69	71	71	77	79	75	57	51	661
2. Enrollment in Training	0	0	1	13	15	16	14	15	15	10	6	0	105
3. Completion of Training	0	0	0	3	5	9	11	11	11	11	11	5	77
4. Attained Industry-Valued Certificate, Credential or Degree	0	0	0	0	0	1	5	6	6	6	6	4	34
5. Placement in Postsecondary Education	0	0	0	0	0	0	0	0	0	0	0	0	0
6. Placement in State-Approved Apprenticeship	0	0	1	1	1	2	7	7	6	6	7	4	42
7. Placement in Industry Sector Employment													263
Industry Type: Manufacturing	0	0	4	3	9	11	13	12	12	12	12	11	99
Industry Type: Information Technology	0	0	0	5	7	7	11	15	19	21	23	11	119
Industry Type: Culinary	0	0	0	0	2	6	6	7	6	6	6	6	45
Industry Type: Demand Occupations (retail/hospitality)	0	0	0	0	0	0	0	0	0	0	0	0	0
8. Placement in Temporary/Other Employment	0	5	10	10	10	10	10	15	15	15	15	15	130
9. Retention in Employment	0	0	0	0	0	0	1	6	6	6	6	81	106

**BIDDER DECLARATION**

**1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):**

- a.** Identify current California certification(s) (MB, SB, NVSA, DVBE): \_\_\_\_\_ or None  (If "None," go to Item #2)
- b.** Will subcontractors be used for this contract? Yes  No  (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.

- c.** If you are a California certified DVBE: (1) Are you a broker or agent? Yes  No   
 (2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes  No  N/A

**2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):**

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, NVSA, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?
See attached					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.**

NOVA Workforce Board  
Prison to Employment Direct Services Grant  
Bidder Declaration Form  
Page 2 of 2

City of San Francisco  
Office of Economic & Workforce Development  
Katherine Daniel  
(415) 701-4848  
Fax: 415-554-6018  
1 South Van Ness Ave, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
Email: [Katherine.Daniel@sfgov.org](mailto:Katherine.Daniel@sfgov.org)  
% of bid price: 22%  
Good standing? Yes  
51% rental? N/A

City of San Jose  
Work2future  
Monique Melchor  
(408) 794-1200  
Fax: 408-979-0398  
5730 Chambertin Drive  
San Jose, CA 95118  
[Monique.Melchor@sanjoseca.gov](mailto:Monique.Melchor@sanjoseca.gov)  
% of bid price: 35%  
Good standing? Yes  
51% rental? N/A

County of San Benito  
Enrique Arreola  
Phone: 831-637-9293  
Fax: 831-637-0996  
1111 San Felipe Road, Suite 108  
Hollister, CA 95023  
[earreola@cosb.us](mailto:earreola@cosb.us)  
% of bid price: 5%  
Good standing? Yes  
51% rental? N/A

**BIDDER DECLARATION**

**1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):**

- a.** Identify current California certification(s) (MB, SB, NVSA, DVBE): \_\_\_\_\_ or None  (If "None", go to Item #2)
- b.** Will subcontractors be used for this contract? Yes  No  (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.

- c.** If you are a California certified DVBE: (1) Are you a broker or agent? Yes  No   
 (2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes  No  N/A

**2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):**

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, NVSA, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?
See attached					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.**

NOVA Workforce Board  
Prison to Employment Supportive Services Earn and Learn Grant  
Bidder Declaration Form  
Page 2 of 2

City of San Francisco  
Office of Economic & Workforce Development  
Katherine Daniel  
(415) 701-4848  
Fax: 415-554-6018  
1 South Van Ness Ave, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
Email: [Katherine.Daniel@sfgov.org](mailto:Katherine.Daniel@sfgov.org)  
% of bid price: 22%  
Good standing? Yes  
51% rental? N/A

City of San Jose  
Work2future  
Monique Melchor  
(408) 794-1200  
Fax: 408-979-0398  
5730 Chambertin Drive  
San Jose, CA 95118  
[Monique.Melchor@sanjoseca.gov](mailto:Monique.Melchor@sanjoseca.gov)  
% of bid price: 35%  
Good standing? Yes  
51% rental? N/A

County of San Benito  
Enrique Arreola  
Phone: 831-637-9293  
Fax: 831-637-0996  
1111 San Felipe Road, Suite 108  
Hollister, CA 95023  
[earreola@cosb.us](mailto:earreola@cosb.us)  
% of bid price: 5%  
Good standing? Yes  
51% rental? N/A

**WORKERS' COMPENSATION CERTIFICATION**

The undersigned in submitting this document hereby certifies the following:

I am aware of the provisions of section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self insurance in accordance with such provisions before commencing the performance of the work of this Agreement.



\_\_\_\_\_  
Signature

2/15/2019

\_\_\_\_\_  
Date

Kris Stadelman

\_\_\_\_\_  
Name and Title (Print or Type)

505 W. Olive Ave, Suite 550

\_\_\_\_\_  
Street Address

NOVA Workforce Board

\_\_\_\_\_  
Firm Name

Sunnyvale, CA 94086

\_\_\_\_\_  
City, State, Zip



Prison to Employment Supportive Services Earn and Learn Grant  
Form 5: Workers' Compensation Certification

EDD RFA #84049

WORKERS' COMPENSATION CERTIFICATION

The undersigned in submitting this document hereby certifies the following:

I am aware of the provisions of section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self insurance in accordance with such provisions before commencing the performance of the work of this Agreement.



\_\_\_\_\_  
Signature

2/15/2019

\_\_\_\_\_  
Date

Kris Stadelman

\_\_\_\_\_  
Name and Title (Print or Type)

505 W. Olive Ave, Suite 550

\_\_\_\_\_  
Street Address

NOVA Workforce Board

\_\_\_\_\_  
Firm Name

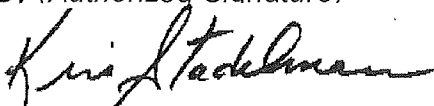
Sunnyvale, CA 94086

\_\_\_\_\_  
City, State, Zip

**CONTRACTOR CERTIFICATION CLAUSES 307**

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> NOVA Workforce Board		<i>Federal ID Number</i> 94-6000438	
<i>By (Authorized Signature)</i> 			
<i>Printed Name and Title of Person Signing</i> Kris Stadelman, Director			
<i>Date Executed</i> 2/15/2019		<i>Executed in the County of</i> Santa Clara	

**CONTRACTOR CERTIFICATION CLAUSES**

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a) f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug Free Workplace Act of 1990 and will provide a drug free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

**Prison to Employment Implementation Direct Services Grant**

**Form 6: CCC 307**

EDD RFA #84049

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

**Prison to Employment Implementation Direct Services Grant**

**Form 6: CCC 307**

EDD RFA #84049

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

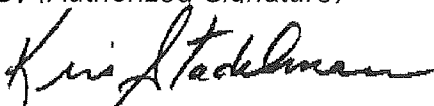
b. The contractor agrees to cooperate fully in providing reasonable access to the

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

**CONTRACTOR CERTIFICATION CLAUSES 307**

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> NOVA Workforce Board		<i>Federal ID Number</i> 94-6000438	
<i>By (Authorized Signature)</i> 			
<i>Printed Name and Title of Person Signing</i> Kris Stadelman, Director			
<i>Date Executed</i> 2/15/2019		<i>Executed in the County of</i> Santa Clara	

**CONTRACTOR CERTIFICATION CLAUSES**

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a) f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug Free Workplace Act of 1990 and will provide a drug free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

**Prison to Employment Supportive Services Earn and Learn Grant**

**Form 6: CCC 307**

EDD RFA #84049

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board: (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

**Prison to Employment Supportive Services Earn and Learn Grant**

**Form 6: CCC 307**

EDD RFA #84049

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

**Prison to Employment Implementation Direct Services Grant  
Form 7: Darfur Contracting Act Certification**

EDD RFA #84049

Public Contract Code, Sections 10475 10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

***if your company has not, within the previous three years, had any business activities or other operations outside of the United States, you do not need to complete this form***

**OPTION #1 CERTIFICATION**

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> N/A	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County of</i>

**OPTION #2 – WRITTEN PERMISSION FROM DGS**

Pursuant to Public Contract Code, Section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case by case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code, Section 10476, but we have received written permission from the Department of General Services to submit a bid or proposal pursuant to Public Contract Code, Section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

<i>Contractor/Bidder Firm Name (Printed)</i>	<i>Federal ID Number</i>
<i>Initials of Submitter</i>	
<i>Printed Name and Title of Person Signing</i>	



**Prison to Employment Supportive Services Earn and Learn Grant**

**Form 7: Darfur Contracting Act Certification**

EDD RFA #84049

Public Contract Code, Sections 10475 10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

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<i>Initials of Submitter</i>	
<i>Printed Name and Title of Person Signing</i>	

**Prison to Employment Implementation Direct Services Grant**

**and Supportive Services Earn and Learn Grant**

EDD RFA #84049

**Form 8: Bidder Declaration**

A completed copy of the Bidder Declaration form must be included with your response **for each grant**. The form can be found on the Department of General Services website at the following address:

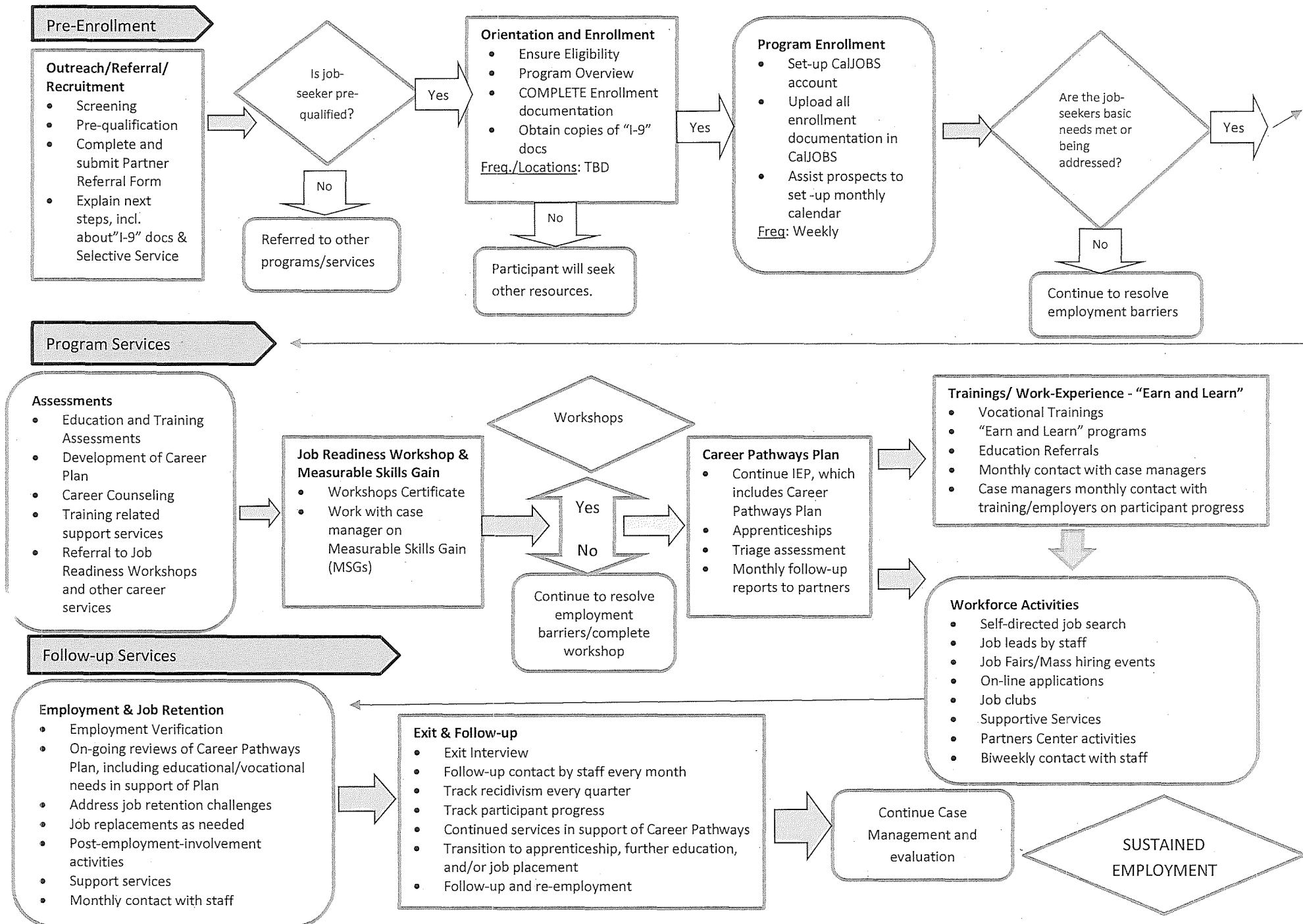
<http://www.documents.dgs.ca.gov/pd/poliproc/MASTEr-BidDeclar08-09.pdf>

**Prision to Employment Implementation Direct Services Grant  
and Supportive Services Earn and Learn Grant  
 Checklist**

Document Name/Description	Form Provided	Form Required		
		Implementation & Direct Services	Combined	Supportive Services & Earn and Learn
Cover Page	YES		YES	
Application Narrative	NO		YES	
Flowchart of Services	NO		YES	
Form 1: Budget Summary	YES	YES	NO	YES
Form 2: Budget Narrative	YES	YES	NO	YES
Form 3: Workplan	YES	YES	NO	YES
Form 3A: Partners Roles and Responsibilities	YES		YES	
Form 4: Participant Plan	YES	YES	NO	YES
Form 5: Worker's Compensaiton Certificate	YES	YES	NO	YES
Form 6: CCC-307	YES	YES	NO	YES
Form 7: Darfur Contracting Act Certification (If applicable, see form for details)	YES	If applicable	NO	If applicable
Form 8: Bidder Declaration	YES	YES	NO	YES
Proof of registration with the California Secretary of State's Office.	NO	If applicable	NO	If applicable
Partnership Agreement Letter/MOU (For a sample template, see Appendix B in the RFA)	NO		NO	

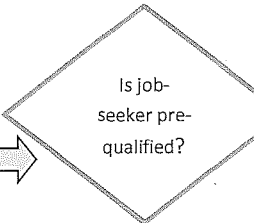
**Prision to Employment Implementation Direct Services Grant  
and Supportive Services Earn and Learn Grant  
Checklist**

# PRISON TO EMPLOYMENT PARTICIPANT FLOW CHART



## Pre-Enrollment

- Outreach/Referral/Recruitment**
- Screening
  - Pre-qualification
  - Complete and submit Partner Referral Form
  - Explain next steps, incl. about "I-9" docs & Selective Service

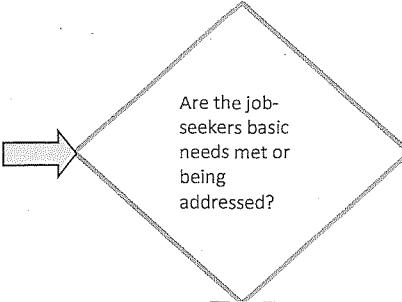


No  
Referred to other programs/services

- Orientation and Enrollment**
- Ensure Eligibility
  - Program Overview
  - COMPLETE Enrollment documentation
  - Obtain copies of "I-9" docs
- Freq./Locations: TBD

No  
Participant will seek other resources.

- Program Enrollment**
- Set-up CalJOBS account
  - Upload all enrollment documentation in CalJOBS
  - Assist prospects to set-up monthly calendar
- Freq: Weekly

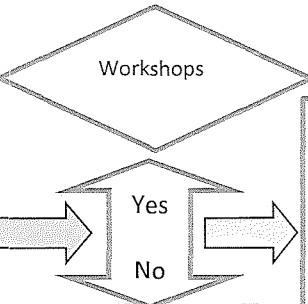


No  
Continue to resolve employment barriers

## Program Services

- Assessments**
- Education and Training Assessments
  - Development of Career Plan
  - Career Counseling
  - Training related support services
  - Referral to Job Readiness Workshops and other career services

- Job Readiness Workshop & Measurable Skills Gain**
- Workshops Certificate
  - Work with case manager on Measurable Skills Gain (MSGs)



No  
Continue to resolve employment barriers/complete workshop

- Career Pathways Plan**
- Continue IEP, which includes Career Pathways Plan
  - Apprenticeships
  - Triage assessment
  - Monthly follow-up reports to partners

- Trainings/ Work-Experience - "Earn and Learn"**
- Vocational Trainings
  - "Earn and Learn" programs
  - Education Referrals
  - Monthly contact with case managers
  - Case managers monthly contact with training/employers on participant progress

- Workforce Activities**
- Self-directed job search
  - Job leads by staff
  - Job Fairs/Mass hiring events
  - On-line applications
  - Job clubs
  - Supportive Services
  - Partners Center activities
  - Biweekly contact with staff

## Follow-up Services

- Employment & Job Retention**
- Employment Verification
  - On-going reviews of Career Pathways Plan, including educational/vocational needs in support of Plan
  - Address job retention challenges
  - Job replacements as needed
  - Post-employment-involvement activities
  - Support services
  - Monthly contact with staff

- Exit & Follow-up**
- Exit Interview
  - Follow-up contact by staff every month
  - Track recidivism every quarter
  - Track participant progress
  - Continued services in support of Career Pathways
  - Transition to apprenticeship, further education, and/or job placement
  - Follow-up and re-employment

Continue Case Management and evaluation



**Memorandum of Understanding  
Prison to Employment Grant**

The purpose of this MOU is to designate the applicant and fiscal agent for the Prison to Employment Initiative Direct and Supportive Service Grants for the Bay-Peninsula Regional Planning Unit.

The undersigned hereby agree that the NOVA Workforce Development Board will serve as applicant and fiscal agent for these grants on behalf of the RPU.

This agreement is solely for the named grants and shall begin when the grants are awarded and the contract with the State of California is executed and shall terminate on March 31, 2022 or at the completion of the grants, whichever is later.

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Enrique Arreola, County of San Benito Date


---

Joshua Arce, City of San Francisco, Office of Economic and Workforce Development Date

---

Monique Melchor, City of San Jose, work2future Date

---

 2/14/19  
Kris Stadelman, NOVA Date

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\_\_\_\_\_  
Enrique Arreola, County of San Benito 2/14/19  
Date

\_\_\_\_\_  
Joshua Arce, City of San Francisco, Office of  
Economic and Workforce Development Date

\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
Enrique Arreola, County of San Benito

\_\_\_\_\_  
Date



\_\_\_\_\_  
Joshua Arce, City of San Francisco, Office of  
Economic and Workforce Development

\_\_\_\_\_  
2/13/19  
Date

\_\_\_\_\_  
Monique Melchor, City of San Jose, work2future

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kris Stadelman, NOVA

\_\_\_\_\_  
Date



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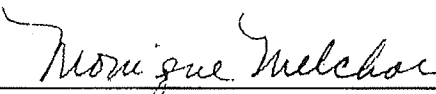
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 2/14/2019

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Monique Melchor, City of San Jose, work2future Date

---

Kris Stadelman, NOVA Date

# City of San José Contract/Agreement Transmittal Form

Route order if applicable

NEW CONTRACT

TO:  City Manager 2  
 City Clerk \_\_\_\_\_  
 City Attorney 1  
 Return to Department Nguyen Pham

Type of Contract Other

Existing CHAD # \_\_\_\_\_  
(Use Listing column NOT Maintenance)

## REQUIRED INFORMATION FOR ALL CONTRACTS

Name of Contractor: County of Santa Clara  
Address of Contractor: 55 West Younger Ave. San Jose, CA 95110  
Contractor Contact Person: Melanie M Jimenez Perez Contractor Phone Number: (408) 808-4903  
Contractor Email: melanie.jimenezperez@shf.sccgov.org  
Description of Contract MOU. City will connect participant referrals with the workforce  
and Project Name: development system at the work2future One Stop center.

Term Start Date: 7/1/2018 Term End Date: 6/30/2019

Agenda Date (if applicable): June 13, 2017 Agenda Item No.: 2.11

Resolution No.: 78198 Ordinance No.: \_\_\_\_\_

Contract Amount: 0 Revenue? No Change Order Amount: \_\_\_\_\_

Insurance filed with Risk Management? Exempt (attach insurance or exemption)  
*Department is responsible for making sure insurance is on file and current.*

Is Form 700 Required? (Contract will clearly state form 700 is required) No  
*If yes, attach Filer names. Contact your department contract liaison to enter required filer info into NetFile.*

Business License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
*Department is responsible for making sure business license is current. Check here if exempt.*

Department: \_\_\_\_\_ Department Contact Name: Henry Morado  
OED (60) Department Phone Number: 408-794-1114  
Department Contact Email: henry.morado@sanjoseca.gov

## CITY MANAGER'S OFFICE REQUIRED INFORMATION (FOR CONTRACTS SIGNED BY CITY MANAGER)

Method of Procurement: Not Applicable Date Conducted: \_\_\_\_\_

For RFB, RFP, or RFQ provide number below.

Received

JUN - 1 2018

For Sole Source/Unique Services, attach justification memo.

Retroactive? No If yes, attach copy of approved retroactivity memo.

Department Head Signature: [Signature] Date: 6-1-18

Office of the City Manager Signature: [Signature] Date: 6/1/18

## MEMORANDUM OF UNDERSTANDING

By and Among the County of Santa Clara, the Five Keys Charter School,  
the City of San José – work2future, and NOVA

This Memorandum of Understanding (“MOU”) is made on July 1, 2018, by and among the County of Santa Clara (“County”), a political subdivision of the State of California, for the exclusive use and benefit of its Sheriff’s Office (“SO”), the Five Keys Charter School (“FKCS”), the City of San José – work2future (“City”), and NOVA (collectively the “Agencies”).

### I. Recitals

There is mutual interest among the County, FKCS, the City, and NOVA to formalize a relationship by which FKCS will provide onsite educational services, including academic assessment, GED preparation, high school credited classes and special education assistance in the County Jails. FKCS will provide leveraged educational services in exchange for student access to local City work2future and NOVA services, as applicable, upon student release from jail.

### II. Purpose

The purpose of this MOU is to define the scope of leveraged services for SO clients and set forth the understanding of the Agencies that the partnership will provide a continuum of service for participants.

Specifically, the goals of this MOU are:

- To define the exchange of services between the County, FKCS, the City, and NOVA.
- To develop a collaborative relationship between the County, FKCS, the City, and NOVA in order to provide services to the inmates in the County Jails.
- To provide a variety of educational services in order to reduce the likelihood of recidivism.
- To deliver FKCS programming at the County Jails.

This MOU covers the collaboration between the County, FKCS, the City, and NOVA to deliver educational services in partnership with the local workforce investment services, authority, administrator, or workforce development provider. FKCS shall deliver the services described in this MOU exclusively through this arrangement and in partnership with the City and the County; however, nothing in this MOU shall limit the Agencies’ ability to collaborate with other partners to deliver other educational services. The County, FKCS, the City, and NOVA intend to use this MOU as the basis for developing similar understandings in future fiscal years.

There will be no financial compensation or reimbursement of any kind payable for services provided under this MOU, other than *in kind* services enumerated below.

### III. The Five Keys Charter School agrees that it shall:

1. Provide credentialed teachers and administrators at no cost to the County. The number of days per week of instruction is dependent upon reportable Average Daily Attendance (“ADA”); however, a site-based class generally meets daily, and independent study students generally meet a minimum of once a week. The ADA is determined by the average daily student attendance for site-based classes, and by the number of times the student meets with the instructor and the work product completed in an attendance period for independent study students. The Teacher-Student ratios are 25:1 for site-based instruction and 35:1 for independent study.

2. Provide a combination of classroom-based instruction and independent study course work toward a high school diploma, GED, or ESL classes geared toward the Spanish version of the GED. Or, if necessary dependent upon the individual client's needs, Adult Basic Education.
3. Provide classes during the Academic School Year (July 1 through June 30).
4. Provide initial assessments and follow-up assessments.
5. Provide GED testing on site.
6. Provide a program coordinator to liaise between FKCS instructors and SO coordinator.
7. Provide all text books and basic materials to participants.
8. Track enrollment, attendance, and completion of assignments.
9. Provide documentation of attendance and course credit completion to participants.
10. Provide California high school diplomas and certificates of completion as appropriate.
11. Ensure the protection of inmate privacy rights and confidential information, as set forth in Section VII.14.
12. Share information and resources to best meet the needs of inmates, to the extent allowed by law.
13. Follow all SO policies and procedures pertaining to safety, security and professional conduct while in the institution, and conform to all applicable SO policies, standards, procedures, regulations, general orders, requirements, and restrictions.
14. Follow all work2future policies and procedures pertaining to safety, security and professional conduct while in the work2future One Stop centers.
15. Follow all NOVA policies and procedures pertaining to safety, security and professional conduct while in the NOVA Job Centers.
16. Ensure that FKCS staff members report to the County Jails on time and follow all regulations while on site.
17. Ensure that FKCS staff complies with the dress code required by SO when in the County Jails.
18. Attend monthly program meetings to communicate and exchange ideas.
19. Provide a weekly attendance report to SO Programs Unit.
20. Insurance: Maintain all required minimum levels of coverage as required by Exhibit B to this MOU.
21. Work with work2future and NOVA to provide clients with access to work2future and NOVA services.
22. Attend applicable SO briefings concerning safety and security issues involving inmates.

**IV. The County agrees that it shall:**

1. Complete the County's required clearance process for each FKCS staff member so that they can access the County Jails as necessary to perform work under this MOU. The County shall have the right to terminate any FKCS staff member's jail clearance for any material breach of SO Policy.
2. Designate County staff to coordinate working relationships between the FKCS and the SO.
3. Provide adequate teacher work space and secure, administrative office space, including furnishings and equipment listed below.
4. Provide FKCS staff with access to internet, fax, copier, and telephones.
5. Provide safety, security and dress code training to FKCS staff.
6. Retain full responsibility for care of County inmates.
7. Provide information necessary to allow FKCS staff to serve inmate student enrollees, consistent with Section VII.14.
8. Hold monthly program meetings among SO, FKCS, City, and NOVA staff to communicate and exchange ideas.

9. Coordinate and determine agendas for multi-disciplinary team meetings to track program progress, including on student enrollment and completion of assignments, to occur on a quarterly basis at a minimum. Coordinate and determine agendas for case conferencing meetings as needed.
10. Provide program support and access to inmates to meet FKCS minimum teacher/student ratios.
11. Make every effort possible not to cancel regularly scheduled class meetings. FKCS, as a public school, is required by law to offer a minimum number of instructional days and minutes.

**V. FKCS and County jointly agree that they shall:**

1. Ensure that both Agencies mutually agree upon the levels of service and the number of staff members involved.
2. Collaborate around identification and implementation of services related to the inmate population.
3. Mutually agree to add or reduce class time, contingent upon the number of students participating. Class size each day will be capped at 25.
4. Create a student waiting list should daily students exceed capacity.
5. Limit eligibility to participate in FKCS classes to only clients without a high school diploma.

**VI. The City agrees that it shall:**

1. Host FKCS in the work2future One Stop centers to connect participant referrals with the workforce development system.
2. Accept referrals from FKCS for job seekers in need of workforce development services.
3. Link job seekers in the workforce development system to FKCS services.

**VII. NOVA agrees that it shall:**

1. Host FKCS in the NOVA Job Centers to connect participant referrals with the workforce development system.
2. Accept referrals from FKCS for job seekers in need of workforce development services.
3. Link job seekers in the workforce development system to FKCS services.

**VIII. Notices**

Notices may be provided via electronic mail with confirmation of delivery, or via certified mail, to each Agency at its respective address:

To the County:

Melanie Jimenez Perez  
Program Manager II  
County of Santa Clara, Office of the Sheriff – Administration  
55 West Younger Avenue  
San José, CA 95110  
[Melanie.JimenezPerez@shf.sccgov.org](mailto:Melanie.JimenezPerez@shf.sccgov.org)

To FKCS:

To the City:

Monique Melchor  
work2future Director  
5730 Chambertin Drive  
San Jose, CA 95118  
monique.melchor@sanjoseca.gov

To NOVA:

**IX. General Terms**

1. **Relationship of Parties.** In the performance of the terms of this MOU, each party shall act as and be an independent contractor and shall not be an agent or employee of any other party. Each party acknowledges and agrees that it neither has, nor will give the appearance or impression of having any legal authority to bind or commit the other party in any way not specified in this MOU.
2. **Nondiscrimination.** The Agencies shall not discriminate against, or grant preferential treatment to, any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity or national origin, in connection with or related to the performance of this MOU.
3. **Term.** The initial term of this MOU shall be from July 1, 2018 through June 30, 2019. Upon mutual agreement of the Agencies, the term of this MOU may be extended for one additional four-year period, from May 1, 2019 through April 30, 2023.
4. **Termination.** This MOU may be terminated by the County or FKCS at any time, with or without cause, upon 60 days' written notice to the other Agencies.
5. **Entire Agreement.** This MOU and its appendices (if any) constitutes the final, complete, and exclusive statement of the terms of the Agreement among the Agencies. It incorporates and supersedes all prior agreements and understandings among the Agencies concerning the subject matter of the MOU, all of which have been merged into this MOU. No agreement or understanding, verbal or otherwise, of the Agencies or their agents shall be valid or enforceable unless embodied in this MOU.
6. **Amendments.** All amendments or modifications to this MOU must be in writing and signed by authorized representatives of all Agencies.
7. **Governing Law, Venue.** This MOU is governed and construed in accordance with the statutes of the State of California. Venue for all actions is in Santa Clara County.
8. **Assignment.** No assignment of this MOU or the rights or obligations hereunder shall be valid without the prior written consent of all Agencies.
9. **Waiver.** No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. Any waiver granted by a party must be in writing, and shall apply to the specific instance expressly stated.

10. **Third-Party Beneficiaries.** This MOU does not, and is not intended to, confer any rights or remedies upon any person or entity other than the Agencies.
11. **Conflicts of Interest.** The Agencies shall comply, and shall require their subcontractors to comply, with (i) all requirements governing avoidance of impermissible client conflicts; and (ii) all federal, state, and local conflict of interest laws and regulations, including without limitation California Government Code § 1090 et seq., the California Political Reform Act (Cal. Gov. Code § 87100 et seq.), and the regulations of the Fair Political Practices Commission. Failure to do so constitutes a material breach of this MOU and is grounds for immediate termination of this MOU. In accepting this MOU, FKCS, the City, and NOVA covenant that they presently have no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of services under this MOU. FKCS, the City, and NOVA are responsible for assuring compliance of their subcontractors, if any, with the requirements of this provision.
12. **County No-Smoking Policy.** FKCS, the City, and NOVA, and their employees, agents and sub-contractors shall comply with the County's No-Smoking Policy, as set forth in the Board of Supervisors Policy Manual section 3.47 (as amended from time to time), which prohibits smoking: (1) at the Santa Clara Valley Medical Center Campus and all County-owned and operated health facilities; (2) within 30 feet surrounding County-owned buildings and leased buildings where the County is the sole occupant, and (3) in all County vehicles.
13. **California Public Records Act.** The County and City are public agencies subject to the disclosure requirements of the California Public Records Act ("CPRA"). In the event of a request to the County or City for information submitted to it by FKCS and/or NOVA, the County or City will make best efforts to provide notice to FKCS and/or NOVA (as applicable) prior to such disclosure. If FKCS and/or NOVA contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Santa Clara County before the County or City is required to respond to the CPRA request. If FKCS and/or NOVA fails to obtain such remedy within the time the County or City is required to respond to the CPRA request, the County or City may disclose the requested information. FKCS and NOVA further agrees that they shall defend, indemnify and hold the County or City harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from the denial of a CPRA request for information arising from any representation, or any action (or inaction), by FKCS or NOVA.
14. **Intellectual Property Rights.** The County shall own all right, title and interest to Deliverables developed for purposes of this MOU, including any documentation created by FKCS, the City, or NOVA during the performance of services that are identified in this MOU. FKCS, the City, and NOVA acknowledge that all original works of authorship which are made by FKCS, the City, or NOVA (solely or jointly with others) within the scope of this MOU and which are protectable by copyright are "works made for hire," as that term is defined in the United States Copyright Act (17 U.S.C., Section 101), and shall belong solely to the County. FKCS, the City, and NOVA agree that the County will be the copyright owner in all copyrightable works of every kind and description created or developed by FKCS, the City, or NOVA, solely or jointly with others, in connection with any agreement with the County. If requested to, and at no further expense to the County, FKCS, the City, and NOVA will execute in writing any acknowledgments or assignments of copyright ownership of such copyrightable works as may be appropriate for preservation of the worldwide ownership in the County and its nominees of such copyrights. However, as to FKCS' preexisting educational materials, FKCS shall retain all right, title and interest, and shall grant to the County an exclusive, royalty-free, paid-up, worldwide licenses to reproduce, digitally perform, copy, or otherwise use the materials developed and shared under this MOU, solely for the purposes of the services under, and for the term of, this MOU.

15. **Intellectual Property Indemnity.** FKCS, the City, and NOVA represent and warrant for the benefit of the County and its users that, to its knowledge, as of the effective date of this MOU, FKCS, the City, and NOVA, respectively, are the exclusive owner of all rights, title and interest in the Deliverables and/or services provided by each of them pursuant to this MOU. FKCS, the City, and NOVA shall defend, indemnify and hold the County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and reasonable attorney's fees) by a third party alleging the Deliverables and/or services provided by each of them pursuant to this MOU infringe upon any intellectual property rights of third parties.
16. **County Data.** "County Data" shall mean proprietary information received from County by the other Agencies. As between FKCS, the City, NOVA, and the County, all County Data shall remain the property of the County. Notwithstanding any other provision in this MOU, FKCS, the City, and NOVA shall not acquire any ownership interest in County Data. FKCS, the City, and NOVA shall not, without County's written permission, consent, use or disclose County Data other than in the performance of their obligations under this MOU. FKCS, the City, and NOVA shall be responsible for establishing and maintaining an information security program that is designed to ensure the security and confidentiality of County Data, protect against any anticipated threats or hazards to the security or integrity of County Data, protect against unauthorized access to or use of County Data that could result in substantial harm or inconvenience to the County or any end users; and ensure the proper disposal of County Data upon termination of this MOU. FKCS, the City, and NOVA shall take appropriate action to address any incident of unauthorized access to County Data, including addressing and/or remedying the issue that resulted in such unauthorized access, notifying the County as soon as possible of any incident of unauthorized access to County Data, or any other breach in FKCS's, the City's, or NOVA's security that materially affects the County or end users; and be responsible for ensuring compliance by their officers, employees, agents, and subcontractors with the confidentiality provisions hereof. Should confidential and/or legally protected County Data be divulged to unauthorized third parties, FKCS, the City, and NOVA shall comply with all applicable federal and state laws and regulations, including but not limited to California Civil Code Sections 1798.29 and 1798.82 at FKCS and/or City's sole expense (if applicable). FKCS, the City, and NOVA shall not charge the County for any expenses associated with their compliance with the obligations set forth in this section.
17. **Confidentiality.**
- a. In the course of providing services under this MOU, FKCS may receive from the SO the following Confidential Client Information relating to inmate student enrollees in order to enable FKCS to appropriately tailor and deliver services: names, booking numbers, language preference, Person File Numbers, housing unit information, and information regarding educational accommodations.
  - b. FKCS shall promptly transmit to SO all requests for disclosure of Confidential Client Information, limited to the categories of information listed in the previous paragraph. SO shall obtain written consent from the subject of the information prior to sharing such information. FKCS shall not use this Confidential Client Information for any purpose other than carrying out its obligations under this MOU.
  - c. In obtaining and storing Confidential Client Information, FKCS agrees to comply with all applicable privacy and data protection laws, including but not limited to Section 13102, Sections 13201-13202, and Section 13300 of the California Penal Code, as well as County policies governing data access, and not to make any disclosures to any third parties in violation of these laws or policies. In particular, FKCS shall prevent unauthorized disclosure of Confidential Client Information, except for statistical information not identifying a particular client.





## EXHIBIT B

### INSURANCE REQUIREMENTS FOR STANDARD CONTRACTS ABOVE \$100,000

#### Indemnity

The Contractor shall indemnify, defend, and hold harmless the County of Santa Clara (hereinafter "County"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Contractor and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the County. It is the intent of the parties to this Agreement to provide the broadest possible coverage for the County. The Contractor shall reimburse the County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the Contractor contests its obligation to indemnify, defend and/or hold harmless the County under this Agreement and does not prevail in that contest.

#### Insurance

Without limiting the Contractor's indemnification of the County, the Contractor shall provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, the following insurance coverages and provisions:

##### A. Evidence of Coverage

Prior to commencement of this Agreement, the Contractor shall provide a Certificate of Insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, a certified copy of the policy or policies shall be provided by the Contractor upon request.

This verification of coverage shall be sent to the requesting County department, unless otherwise directed. The Contractor shall not receive a Notice to Proceed with the work under the Agreement until it has obtained all insurance required and such insurance has been approved by the County. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

##### B. Qualifying Insurers

All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Insurance Manager.

## EXHIBIT B

### C. Notice of Cancellation

All coverage as required herein shall not be canceled or changed so as to no longer meet the specified County insurance requirements without 30 days' prior written notice of such cancellation or change being delivered to the County of Santa Clara or their designated agent.

### D. Insurance Required

1. Commercial General Liability Insurance - for bodily injury (including death) and property damage which provides limits as follows:

- a. Each occurrence - \$1,000,000
- b. General aggregate - \$2,000,000
- c. Products/Completed Operations aggregate - \$2,000,000
- d. Personal Injury - \$1,000,000

2. General liability coverage shall include:

- a. Premises and Operations
- b. Products/Completed
- c. Personal Injury liability
- d. Severability of interest

3. General liability coverage shall include the following endorsement, a copy of which shall be provided to the County:

**Additional Insured Endorsement**, which shall read:

“County of Santa Clara, and members of the Board of Supervisors of the County of Santa Clara, and the officers, agents, and employees of the County of Santa Clara, individually and collectively, as additional insureds.”

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by the County of Santa Clara, its officers, agents, and employees shall be excess only and not contributing with insurance provided under this policy. Public Entities may also be added to the

## EXHIBIT B

additional insured endorsement as applicable and the contractor shall be notified by the contracting department of these requirements.

4. Automobile Liability Insurance

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles.

4a. Aircraft/Watercraft Liability Insurance (Required if Contractor or any of its agents or subcontractors will operate aircraft or watercraft in the scope of the Agreement)

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired aircraft/watercraft.

5. Workers' Compensation and Employer's Liability Insurance

- a. Statutory California Workers' Compensation coverage including broad form all-states coverage.
- b. Employer's Liability coverage for not less than one million dollars (\$1,000,000) per occurrence.

### E. Special Provisions

The following provisions shall apply to this Agreement:

1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by the Contractor and any approval of said insurance by the County or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to the provisions concerning indemnification.
2. The County acknowledges that some insurance requirements contained in this Agreement may be fulfilled by self-insurance on the part of the Contractor. However, this shall not in any way limit liabilities assumed by the Contractor under this Agreement. Any self-insurance shall be approved in writing by the County upon satisfactory evidence of financial capacity. Contractors obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance programs or self-insurance retentions.

## EXHIBIT B

3. Should any of the work under this Agreement be sublet, the Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverages, or Contractor may insure subcontractors under its own policies.
4. The County reserves the right to withhold payments to the Contractor in the event of material noncompliance with the insurance requirements outlined above.

### F. Fidelity Bonds (Required only if contractor will be receiving advanced funds or payments)

Before receiving compensation under this Agreement, Contractor will furnish County with evidence that all officials, employees, and agents handling or having access to funds received or disbursed under this Agreement, or authorized to sign or countersign checks, are covered by a BLANKET FIDELITY BOND in an amount of AT LEAST fifteen percent (15%) of the maximum financial obligation of the County cited herein. If such bond is canceled or reduced, Contractor will notify County immediately, and County may withhold further payment to Contractor until proper coverage has been obtained. Failure to give such notice may be cause for termination of this Agreement, at the option of County.

**GOLDEN GATE  
RESTAURANT  
ASSOCIATION**  
est: 1936

California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

February 12, 2019

To Whom It May Concern:

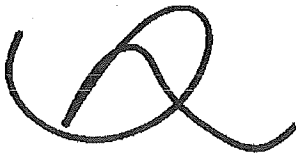
This is a letter of support for the San Francisco Office of Economic and Workforce Development, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application.

The Golden Gate Restaurant Association celebrates and empowers the restaurant community through advocacy, education, marketing, events, and training opportunities. We partner with local government and business groups in the hospitality industry and help develop commitment-to-hire agreements. Our membership includes restaurants with these agreements for individuals in reentry. We are committed to working with the San Francisco Office of Economic and Workforce Development to implement the San Francisco Prison to Employment Initiative Program.

For several years, the San Francisco Golden Gate Restaurant Association has collaborated with the Office of Economic and Workforce Development in building hospitality programs and industry partnerships through membership on the Workforce Investment of San Francisco Board. We support the proposed In-Custody Food Preparation Training Program offered by the Office of Economic and Workforce Development and the San Francisco Sheriff's Office as it will provide training and job opportunities for our most vulnerable workers.

We look forward to working with the San Francisco Office of Economic and Workforce Development in bringing these much needed partnerships to our community. Please do not hesitate to contact me should you have any questions.

Sincerely yours,



Gwyneth Borden  
Executive Director



February 11, 2019

California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

To Whom It May Concern:

This is a letter of support for the San Francisco Office of Economic and Workforce Development, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application.

The San Francisco Hotel Council partners with local government, elected officials, community-based organizations, and business groups in the hospitality industry. We are committed to working with the San Francisco Office of Economic and Workforce Development to implement the San Francisco Prison to Employment Initiative Program.

For several years, the San Francisco Hotel Council has collaborated with the Office of Economic and Workforce Development in building hospitality programs and industry partnerships through membership on the Workforce Investment of San Francisco Board. We support the proposed In-Custody Food Preparation Training Program offered by the Office of Economic and Workforce Development and the San Francisco Sheriff's Office as it will provide training and job opportunities for our most vulnerable workers.

We look forward to working with the San Francisco Office of Economic and Workforce Development in bringing these much needed partnerships to our community. Please do not hesitate to contact me should you have any questions.

Sincerely yours,

A handwritten signature in black ink that reads "Kevin Carroll". The signature is written in a cursive, flowing style.

Kevin Carroll  
President & CEO



A PROUD AFFILIATE OF OIC OF AMERICA

Board of Directors:

Chair:

Tamir Pichette

Ruben Abrica

Jesse Cool (on leave)

Ellen Eder

Teri Eyre

Richard Hanley

Jerry Hurwitz

H. Jaclyn Ishimaru-Gachina

Anees Iqbal

Clay Jones

J. Scott Kaspick

Wade Loo

Laurel McAteer

Kristin Reinke

Becky Sunseri

Charlene Trinh

Tara VanDerveer

Isaiah Vi

Rita C. Williams

Strategic Advisory Committee:

Chairman:

Paul Chamberlain

Former Managing Director

Morgan Stanley

Sulhinder Singh Cassidy,

Internet Executive & Entrepreneur

Frank Cauffield, Co-Founder

Kleiner Perkins Cauffield & Byers

Paul M. Cook, Co-Founder

Raychem Corporation

Susan Ford Dorsey, President

Sand Hill Foundation

Dick Gould, Director of Tennis

Stanford University

Ronnie Lott

NFL Hall of Fame

John Lovewell, President

The Lovewell Company

Hon. Becky Morgan, President

Morgan Family Foundation

Dean Morton, Former COO

Hewlett-Packard

Russell Pyne, Managing Director

Atrium Capital

John Sobrato, Chairman

Sobrato Companies

John Volckmann

Chairman & Founder

J. Volckmann & Associates, Inc.

President & CEO:

Barrie R. Hathaway

1200 O'Brien Drive, Menlo Park, CA 94025

T/ (650) 330-6429 F/ (650) 330-6401 W/ jobtrainworks.org

California Workforce Development Board

800 Capitol Mall

Suite 1022

Sacramento, CA 95814

Thursday, August 16, 2018

To Whom It May Concern:

This is a letter of support for the NOVA Workforce Board, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application. JobTrain, which is charged with working with underserved populations who experience barriers to employment including those who are incarcerated and formerly incarcerated, is committed to working with the NOVA Workforce Board through a stakeholder input and planning process in order to determine how those resources can best be used in our community to help formerly incarcerated and other justice-involved individuals gain and maintain employment.

We look forward to working with the NOVA Workforce Board and bringing these much needed resources to our community. Please do not hesitate to contact me should you have any questions.

Sincerely yours,

Barrie R. Hathaway

President and CEO





# County of Santa Clara

## Office of Reentry Services

151 West Mission Street  
San Jose, California 95110



August 23, 2018

To Whom It May Concern:

Re: Letter of Support for work2future's Prison to Employment Initiative Grant

Please accept this letter of support for work2future as part of the Bay-Peninsula Regional Planning Unit and their *Prison to Employment Initiative Grant* application. The County of Santa Clara's Office of Reentry Services (ORS) is committed to working with work2future through a stakeholder input and planning process in order to determine how those resources can best be used in our community help formerly incarcerated and other justice involved individuals gain and maintain employment. This effort aligns with the objectives of Reentry Services to improve the employment outcomes for our clients.

ORS is responsible to oversee the implementation of the Public Safety Realignment Program (AB 109) and most importantly, operate the Santa Clara County Reentry Resource Center (RRC) in San Jose. The RRC serves nearly 100 clients (formerly incarcerated Santa Clara County residents) daily, linking them to public benefits, primary health services, substance use and mental health treatment, and housing services. Our clients continue to face the challenge of receiving effective case management and care coordination. Gainful employment aims to address this challenge and bring county stakeholders to implement best practices.

We look forward to working with work2future and bringing these much needed resources to our community. Please do not hesitate to contact me should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Javier Aguirre".

Javier Aguirre

Director of Reentry Services, County of Santa Clara

**GOLDEN GATE  
RESTAURANT  
ASSOCIATION**  
est. 1936

California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

February 12, 2019

To Whom It May Concern:

This is a letter of support for the San Francisco Office of Economic and Workforce Development, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application.

The Golden Gate Restaurant Association celebrates and empowers the restaurant community through advocacy, education, marketing, events, and training opportunities. We partner with local government and business groups in the hospitality industry and help develop commitment-to-hire agreements. Our membership includes restaurants with these agreements for individuals in reentry. We are committed to working with the San Francisco Office of Economic and Workforce Development to implement the San Francisco Prison to Employment Initiative Program.

For several years, the San Francisco Golden Gate Restaurant Association has collaborated with the Office of Economic and Workforce Development in building hospitality programs and industry partnerships through membership on the Workforce Investment of San Francisco Board. We support the proposed In-Custody Food Preparation Training Program offered by the Office of Economic and Workforce Development and the San Francisco Sheriff's Office as it will provide training and job opportunities for our most vulnerable workers.

We look forward to working with the San Francisco Office of Economic and Workforce Development in bringing these much needed partnerships to our community. Please do not hesitate to contact me should you have any questions.

Sincerely yours,



Gwyneth Borden  
Executive Director



## San Benito County Probation Department

400 Monterey Street  
Hollister, CA 95023  
831-636-4070  
831-636-5682 FAX

R. Ted Baraan  
Chief Probation Officer

August 14, 2018

California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

To Whom It May Concern:

This is a letter of support for the San Benito County Workforce Development Board, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application. The San Benito County Probation Department is committed to working with the San Benito County Workforce Development Board through a stakeholder input and planning process in order to determine how those resources can best be used in our community to help formerly incarcerated and other justice involved individuals gain and maintain employment. Our department protects the public, serves the courts and changes lives, which directly correlates with the key goals of this essential grant opportunity for the residents of San Benito County.

We look forward to working with San Benito County Workforce Development Board and bringing these vital resources to our community. Please do not hesitate to contact me should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "RH", is written over a faint circular stamp.

Renee Hankla  
Reentry Program Manager  
San Benito County Probation Department



# SAN BENITO COUNTY

JAMES A. RYDINGSWORD  
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 108 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

August 15, 2018

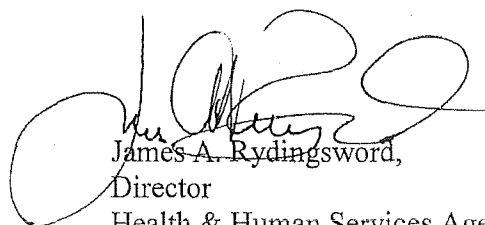
California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

To Whom It May Concern:

This is a letter of support for the San Benito County Workforce Development Board, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application. San Benito County Health & Human Services Agency (HHSA), which is charged with providing public services including Medical, CalWORKs, CalFRESH, Social Services, Public Health, workforce services, homeless services and other services is committed to working with the San Benito County Workforce Development Board through a stakeholder input and planning process in order to determine how those resources can best be used in our community to help formerly incarcerated and other justice involved individuals gain and maintain employment.

We look forward to working with San Benito County Workforce Development Board and bringing these much needed resources to our community. Please do not hesitate to contact me at 831-636-4180 should you have any questions. Thank you.

Sincerely,

  
James A. Rydingsword,  
Director  
Health & Human Services Agency

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD  
SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



EQUAL HOUSING  
OPPORTUNITY

The County CSWD is an equal opportunity employer/program. - The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

**DIVISION OF ADULT PAROLE OPERATIONS**

Northern Region Headquarters  
9825 Goethe Road Suite 200  
Sacramento, Ca 95827



California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

August 21, 2018

To Whom It May Concern:

This is a letter of support for the NOVA Workforce Board, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application. The Division of Adult Parole Operations, which is charged with protecting the public and assisting parolees in their reintegration into society, is committed to working with the NOVA Workforce Board through a stakeholder input and planning process in order to determine how those resources can best be used in our community to help formerly incarcerated and other justice involved individuals gain and maintain employment.

We look forward to working with the NOVA Workforce Board and bringing these much needed resources to our community. Please do not hesitate to contact me should you have any questions.

Sincerely yours,

A handwritten signature in black ink, appearing to read "G. Weber".

Gregory Weber  
Parole Agent III, Unit Supervisor  
Redwood City Parole Unit  
540 Price Avenue  
Redwood City, Ca 94063  
(650) 367 – 1444 Ext 226

# County of Santa Clara

Probation Department



Adult Division  
2314 North First Street  
San Jose, California 95131  
(408) 435-2100

Adult Division-South County  
17275 Butterfield Blvd., Ste. C  
Morgan Hill, California 95037  
(408) 201-0600

Adult Division-North County  
270 Grant Avenue  
Palo Alto, California 94306  
(650) 324-6500

Laura Garnette  
Chief Probation Officer

California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

DATE: August 23, 2018

To Whom It May Concern:

This is a letter of support for work2future, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application. County of Santa Clara, which is charged with providing Adult Services, is committed to working with the work2future through a stakeholder input and planning process in order to determine how those resources can best be used in our community to help formerly incarcerated and other justice involved individuals gain and maintain employment.

We look forward to working with work2future and bringing these much needed resources to our community. Please do not hesitate to contact me should you have any questions.

Sincerely yours,

Jermaine Hardy  
Assistant Chief Probation Officer  
Santa Clara County Probation Department  
[Jermaine.hardy@pro.sccgov.org](mailto:Jermaine.hardy@pro.sccgov.org)  
(408) 435-2241

# County of Santa Clara

## Office of the Sheriff

55 West Younger Avenue  
San Jose, California 95110-1721  
(408) 808-4900



---

Laurie Smith  
Sheriff

August 21, 2018

California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

RE: Letter of Support for work2future's Prison to Employment Initiative Planning Grant

To Whom It May Concern:

Please accept this letter of support for work2future, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application. The Santa Clara County Sheriff's Office is dedicated to health and well-being of communities in Santa Clara County, including those involved in the criminal justice system. For our communities to thrive, we must work to provide those reentering our community with gainful employment.

As one of the largest county jails in the state and even the nation, the Sheriff's Office is committed to working with the work2future through a stakeholder input and planning process to determine how resources can best be utilized in our community to help formerly incarcerated and other justice involved individuals gain and maintain employment.

We look forward to working with work2future and bringing these much needed resources to our community to reduce recidivism in Santa Clara County. Please do not hesitate to contact me should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Taylor".

Eric Taylor  
Assistant Sheriff, Santa Clara County Sheriff's Office Custody Bureau

**CLIENT SERVICES AGREEMENT**  
**BETWEEN**  
**San Francisco Office of Economic and Workforce Development**  
**AND**  
**San Francisco Sheriff's Office**

**INTRODUCTION**

THIS PARTNERSHIP AGREEMENT ("Agreement"), dated February 14<sup>th</sup>, 2019 is between the Office of Economic and Workforce Development (OEWD) and the San Francisco Sheriff's Office (SHF) ("Partners"). The purpose of this Agreement is to establish a framework for collaboration, communication, and capacity building to better serve the reentry population and justice involved individuals.

**PREAMBLES**

WHEREAS, the partners are the San Francisco Office of Economic and Workforce Development and the San Francisco Sheriff's Office ("Partners");

WHEREAS, the missions of the Partners are complementary;

WHEREAS, this Agreement has as its objective the establishment of a framework for collaboration, communication and capacity building; for this reason, this Agreement facilitates the establishment of ways to jointly work together;

THEREFORE, the Partners wish to continue working together and in accordance with the following clauses:

**PARTNERS**

**PARTNERSHIP PRACTICES**

All Partners agree to the following practices:

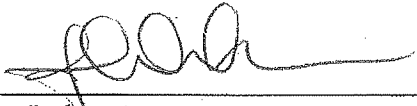
- Provide each other with opportunities for capacity building and staff development, to ensure Partners feel confident in their knowledge and ability to navigate the workforce or reentry systems.
- Establish formal system linkages to ensure that Partners can direct and/or refer clients to the correct staff and locations for services.
- Develop robust in-custody programming for behavioral health, pro-social behavior, soft skill and job readiness training, and sector training opportunities.
- Support streamlined linkages to post release services ensuring efficient information sharing between in-custody and post release workforce services providers.



**ENTIRETY**

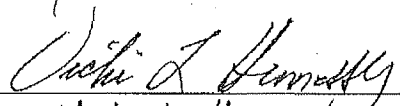
This Agreement embodies the entire and complete understanding and agreement between all Partners.

FOR the San Francisco Office of Economic and Workforce Development

  
\_\_\_\_\_  
Name Joshua Arce  
Title Director of Workforce Development

DATE: 2/14/19

FOR the San Francisco Sheriff's Office

  
\_\_\_\_\_  
Name Vicki L. Hennessy  
Title Sheriff

DATE: 14 Feb 2019

City and County of San Francisco

Adult Probation Department  
Hall of Justice



Karen L. Fletcher  
Chief Adult Probation Officer

*Protecting the Community, Serving Justice and  
Changing Lives*

---

California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

February 7, 2019

To Whom It May Concern:

This is a letter of support for the San Francisco Office of Economic and Workforce Development (OEWD), as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application. The San Francisco Adult Probation Department (APD) is charged with enhancing public safety through providing court mandated community probation supervision services and providing a wide array of practical support to reentry populations. APD values the opportunity to partner with OEWD and other public and nonprofit providers to build off of pathways and streamline workforce development pathways and enhance opportunities to connect formerly incarcerated and justice involved people to vocational training, workforce support and career directed jobs.

For several years, APD and OEWD have collaborated on reentry workforce projects, leveraging funding and employment services opportunities to meet employment services needs of the reentry population. Most recently OEWD funded a workforce services organization which was imbedded in a multi-service reentry center operated by APD called the Community Assessment and Services Center (CASC).

APD is energized by OEWD's leadership on this grant, and is committed to participating in local and regional planning efforts to serve our justice-involved residents, engaging each other in best practices and data and knowledge-sharing, and facilitating further partnerships among service providers for the benefit of each other's outcomes and the reentry population.

We look forward to working with the San Francisco Office of Economic and Workforce Development to bring these much needed resources to our jail system and community. Please do not hesitate to contact me should you have any questions.

Sincerely yours,

A handwritten signature in black ink that reads "Karen L. Fletcher". The signature is written in a cursive, flowing style.

Karen L. Fletcher  
Chief Adult Probation Officer  
San Francisco Adult Probation Department

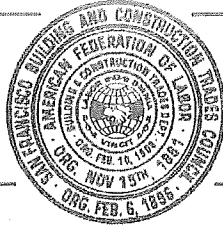
880 Bryant Street, Room 200  
Phone (415) 553-1706

San Francisco, California 94103  
Fax (415) 553-1771

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*San Francisco Building and*

1188 FRANKLIN STREET • SUITE 203  
SAN FRANCISCO, CA 94109  
EMAIL: [fim@sfbuildingtradescouncil.org](mailto:fim@sfbuildingtradescouncil.org)



*Construction Trades Council*

TEL. (415) 345-9333

[www.sfbuildingtradescouncil.org](http://www.sfbuildingtradescouncil.org)

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in Craftsmanship*

LARRY MAZZOLA, JR.  
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Vice Presidents

California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

2/14/2019

To Whom It May Concern:

This is a letter of support for the San Francisco Office of Economic and Workforce Development, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application.

The San Francisco Building and Construction Trades Council, which represents organized labor in the construction sector and works closely with construction sector employers, is committed to working with the San Francisco Office of Economic and Workforce Development to support implementation of the San Francisco Prison to Employment Initiative Program.

For several years, the San Francisco Building and Construction Trades Council has collaborated with the Office of Economic and Workforce Development in the implementation of the CityBuild Construction Pre-Apprenticeship Training Program. We support the proposed In-Custody Construction Training Program offered by the Office of Economic and Workforce Development and the San Francisco Sheriff's Office as it will provide training and job opportunities for our most vulnerable workers, grounded in the career-building fundamentals of the Multi-Craft Core Curriculum. We also, by mutual consent, agree to monitor and keep our rights to approval of this program as it rolls out.

We look forward to working with the San Francisco Office of Economic and Workforce Development in bringing these much needed partnerships to our community. Please do not hesitate to contact me should you have any questions.

Sincerely,

# County of Santa Clara

Probation Department

Juvenile Hall  
840 Guadalupe Parkway  
San Jose, California 95110

Administrative Offices  
840 Guadalupe Parkway  
San Jose, California 95110



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Laura Garnette  
Chief Probation Officer

California Workforce Development Board  
800 Capitol Mall  
Suite 1022  
Sacramento, CA 95814

August 24, 2018

To Whom It May Concern:

This is a letter of support for work2future, as part of the Bay-Peninsula Regional Planning Unit, and their "Prison to Employment Initiative Planning Grant" application. Santa Clara County Probation Department, which is charged with supervising juveniles and adults in the community placed on probation by the courts. Santa Clara County Probation Department strives to promote community safety by implementing proven strategies which enhance and support positive change in our clients, families, and community. The Santa Clara County Probation Department is committed to working with the work2future through a stakeholder input and planning process in order to determine how those resources can best be used in our community to help formerly incarcerated and other justice involved individuals gain and maintain employment.

We look forward to working with work2future and bringing these much needed resources to our community. Please do not hesitate to contact me should you have any questions.

Sincerely yours,

*Nick Birchard*

Deputy Chief, Juvenile Institutions Division  
840 Guadalupe Parkway San Jose, CA 95110  
Main (408) 278-5850  
Direct (408) 278-5920

**Prison to Employment Implementation Grant Budget (Grant Term: 9/1/2019 - 3/31/2022)**

	<b>P2E SSEL</b>	<b>P2E IDS</b>	<b>Total</b>
Salaries (9774 Sr. Community Development Specialist I, Step V)		39,417	\$ 39,417
Fringe Benefits		15,646	\$ 15,646
<b>Total Personnel</b>	-	<b>55,063</b>	<b>\$ 55,063</b>
<b>Contractual:</b>			
In-Custody and Post Release Services	155,674	176,368	\$ 332,042
<b>Total Contract Cost</b>	<b>155,674</b>	<b>176,368</b>	<b>\$ 332,042</b>
<b>Total Budget</b>	<b>155,674</b>	<b>231,431</b>	<b>\$ 387,105</b>

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Lisa Pagan, Director of Policy and Planning,  
Office of Economic and Workforce Development  
**DATE:** July 30, 2019  
**SUBJECT:** Accept and Expend Resolution for State Grant  
**GRANT TITLE:** Prison to Employment Initiative

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Attached please find the original\* and 1 copy of each of the following:

Proposed grant resolution; original\* signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

**Special Timeline Requirements:**

Program activities start September 1, 2019.

**Departmental representative to receive a copy of the adopted resolution:**

Name: Lisa Pagan

Phone: (415) 554-6936

Interoffice Mail Address: 1 Dr. Carlton B. Goodlett Pl., City Hall, Room 448, San Francisco, CA 94102

Certified copy required Yes

No



TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Kanishka Karunaratne Cheng *KKC*  
RE: Accept and Expend Grant - Bay-Peninsula Regional Planning Unit - North  
Valley Consortium Workforce Development Board – Prison to  
Employment Initiative - \$387,105  
DATE: Tuesday, September 10, 2019

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**Resolution authorizing the Office of Economic and Workforce Development to accept and expend a grant in the amount of \$387,105 from the Bay-Peninsula Regional Planning Unit fiscal agent, the North Valley Consortium (NOVA) Workforce Development Board for expansion of an in-custody job center and coordination of post-release job training and workforce development programs, for the period of September 1, 2019 through March 31, 2022.**

Please note that Supervisor Walton is a co-sponsor of this legislation.

Should you have any questions, please contact Kanishka Karunaratne Cheng at 415-554-6696.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2019 SEP 10 PM 2:18  
*[Signature]*