

**CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT**

**THIRD AMENDMENT
TO GRANT AGREEMENT**

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

**BAY AREA COMMUNITY RESOURCES, INC.
FSP CONTRACT NUMBER: 1000026242**

COVID-RESPONSE RESOURCE HUBS

This AMENDMENT of the **NOVEMBER 21, 2022 Grant Agreement** (the "Agreement") is dated as of **JANUARY 1, 2026**, and is made in the City and County of San Francisco, State of California, by and between **BAY AREA COMMUNITY RESOURCES, INC., a California nonprofit public benefit corporation** ("Grantee") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("City") acting by and through the **OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT** ("OEWD").

RECITALS

WHEREAS, the Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21G.3 through Request for Proposals ("RFP") 223, Program Area W - Covid Response Resource Hub Coordinator, issued on April 19, 2022, in which City selected Grantee as the highest qualified scorer pursuant to the RFP; and

WHEREAS, the term of the Agreement expired as of **JUNE 30, 2025**; and

WHEREAS, City and Grantee, each by their conduct, continued their contractual relationship consistent with the Agreement, despite the passing of the expiration date; and

WHEREAS, the City and Grantee intended for this Amendment to start on **JULY 1, 2025**; and

WHEREAS, the City and Grantee are just now executing this Amendment due to administrative and budget related delays; and

WHEREAS, any expenditures by Grantee prior to execution of this Amendment were made at Grantee's risk and shall not be reimbursed unless the City, in its sole reasonable discretion, determines that those expenditures are Eligible Expenses under the Agreement; and

WHEREAS, the City and Grantee intend for this Amendment to cover the period of **JULY 1, 2022 to JUNE 30, 2026**, despite this delay; and

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a grant for the purpose of funding the matters set forth in the Grant Plan (as defined in the Agreement); and

WHEREAS, City and Grantee desire to enter into this Amendment to memorialize their continued relationship and modify the Agreement to **extend the performance period, increase the contract amount, update the scope, update standard contractual clauses, update invoicing and payment instructions, and update subgrantees on the terms and conditions set forth herein; and**

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement.

NOW, THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by this reference, the mutual covenants and obligations of the parties contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and Grantee agree to amend said Grant Agreement as follows:

1. Definitions. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

a. **Agreement.** The term “Agreement” shall mean that certain Agreement dated **November 21, 2022** between Grantee and City, as amended by the:

First Amendment, dated **October 1, 2023** and
Second Amendment, dated **September 3, 2024.**

b. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

2. San Francisco Labor and Employment Code. As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

3. Modifications to the Agreement. The Grant Agreement is hereby modified as follows:

(a) **Section 3.2.** (“Duration of Term”) of the Grant Agreement currently reads as follows:

“**3.2 Duration of Term.** The term of this Agreement shall commence on **JULY 1, 2022** and expire on **JUNE 30, 2025** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.”

Such section is hereby deleted and replaced in its entirety to read as follows:

“**3.2 Duration of Term.** The term of the Agreement shall commence on the later of (a) **JULY 1, 2022** or (b) the effective date specified in Section 3.1. Such terms shall end on **JUNE 30, 2026**, unless earlier terminated as provided herein.”

(b) **Section 5.1.** (“Maximum Amount of Grant Funds”) of the Grant Agreement currently reads as follows:

“5.1 **Maximum Amount of Grant Funds.** The amount of the Grant Funds authorized for disbursement hereunder shall not exceed **FOURTEEN MILLION SEVEN HUNDRED SEVENTY-NINE THOUSAND NINE HUNDRED NINETY-NINE** Dollars (**\$14,779,999**) during the Term of the Agreement, plus any Contingent Amount (as defined below) authorized by City and certified as available by the Controller (collectively, the “Grant Amount”).

Contingent Amount: “Contingent Amount” shall mean an amount not to exceed **\$3,694,999** in the City’s sole discretion, that may be available as contingency funding for the Grant Plan (Appendix B) subject to authorization by the City and certified as available by the Controller. Grantee shall not use or otherwise allocate the Contingent Amount in the Project Budget (Appendix A) without: (a) submitting a written request to revise the Project Budget and Grant Plan to Department along with a proposed revision to the Project Budget and Grant Plan, if applicable, and (b) prior written approval by Department of such revision to the Project Budget and Grant Plan, if applicable. Grantee further understands and agrees that no disbursement of any portion of the Contingent Amount will be made unless and until such funds are certified as available by the Controller. Grantee shall comply with the terms and conditions of this Agreement with regard to the Contingent Amount.

In no event shall the amount of Grant Funds disbursed hereunder exceed **\$18,474,998.**”

Such section is hereby amended to read as follows (changes in bold):

“5.1 **Maximum Amount of Grant Funds.** The amount of the Grant Funds authorized for disbursement hereunder shall not exceed **FIFTEEN MILLION TWO HUNDRED SEVENTY-NINE THOUSAND NINE HUNDRED NINETY-NINE** Dollars (**\$15,279,999**) during the Term of the Agreement, plus any Contingent Amount (as defined below) authorized by City and certified as available by the Controller (collectively, the “Grant Amount”).

Contingent Amount: “Contingent Amount” shall mean an amount not to exceed **\$3,819,999** in the City’s sole discretion, that may be available as contingency funding for the Grant Plan (Appendix B) subject to authorization by the City and certified as available by the Controller. Grantee shall not use or otherwise allocate the Contingent Amount in the Project Budget (Appendix A) without: (a) submitting a written request to revise the Project Budget and Grant Plan to Department along with a proposed revision to the Project Budget and Grant Plan, if applicable, and (b) prior written approval by Department of such revision to the Project Budget and Grant Plan, if applicable. Grantee further understands and agrees that no disbursement of any portion of the Contingent Amount will be made unless and until such funds are certified as available by the Controller. Grantee shall comply with the terms and conditions of this Agreement with regard to the Contingent Amount.

In no event shall the amount of Grant Funds disbursed hereunder exceed **\$19,099,998.**”

- (c) **Appendix A.** Appendix A, Budget, of the Grant Agreement, Appendix A-1, Budget, of the First Amendment, Appendix A-1, Budget, of the Second Amendment displays the original total amount of **\$14,779,999.**

Such section is hereby amended to add Appendix A-2, Budget, which is attached hereto and incorporated herein by this reference and displays the budget for the increased grant amount for the additional services included in this Amendment.

- (d) **Appendix B.** Appendix B, Definition of Grant Plan, of the Grant Agreement, Appendix B-1, Grant Plan, of the First Amendment, Appendix B-2, Grant Plan, of the Second Amendment describes the services to be provided.

Such section is hereby amended to add Appendix B-3, which is attached hereto and incorporated herein by this reference and displays the additional services to be provided under this Amendment.

- (e) **Appendix C.** Appendix C, Invoicing and Payment Instructions, of the Grant Agreement and Appendix C, Invoicing and Payment Instructions, of the Second Amendment, describes the process for requesting funding.

Such section is hereby superseded in its entirety by Appendix C-1, Invoicing and Payment Instructions, which is attached hereto and incorporated herein by this reference and displays the updated invoicing and payment instructions.

- (f) **Appendix D.** Appendix D, Interests In Other City Contracts, of the Grant Agreement lists other City contracts.

Such section is hereby amended to add Appendix D-1, which is attached hereto and incorporated herein by this reference and lists additional interests in other City contracts.

- (g) **Appendix E.** Appendix E, Permitted Subgrantees, of the Grant Agreement, Appendix E-1, Permitted Subgrantees, of the First Amendment and Appendix E-2, Permitted Subgrantees, of the Second Amendment lists the permitted subgrantees.

Such section is hereby amended to add Appendix E-3, which is attached hereto and incorporated herein by this reference and lists the additional subgrantees to be permitted under this Amendment.

- 4. **Effective Date.** Each of the modifications set forth in Section 3 shall be effective on and after **JULY 1, 2025**.

- 5. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

[Signatures appear on following page]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

CITY:

**CITY AND COUNTY OF SAN FRANCISCO,
a municipal corporation, acting by and
through its OFFICE OF ECONOMIC AND
WORKFORCE DEVELOPMENT**

GRANTEE:

**BAY AREA COMMUNITY RESOURCES,
INC., a California nonprofit public benefit
corporation**

DocuSigned by:
By: *Anne Taupier*
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Anne Taupier

Anne Taupier
Executive Director

Signed by:
BY: *David Gallagher*
1340C8094A5842D...

David Gallagher

Print Name: David Gallagher

Title: Chief Program Officer

Federal Tax ID Number: 94-2346815

City Supplier Number: 0000024637

Approved as to Form:

David Chiu
City Attorney

DocuSigned by:
By: *Mary Kamikihara*
B6537502D8EC420...

Mary Kamikihara

Mary Kamikihara
Deputy City Attorney

**Appendix A-2
Budget**

Funding History

	G100	A1	A2	A3	FY Total
FY22-23	\$6,600,000.00				\$6,600,000.00
FY23-24		\$3,399,999.00			\$3,399,999.00
FY24-25			\$4,780,000.00		\$4,780,000.00
FY25-26				\$500,000	\$500,000.00
Total NTE	\$6,600,000.00	\$9,999,999.00	\$14,779,999.00	\$15,279,999.00	

The budget below may be modified in OEWD's sole discretion. Approved budget modifications will not allow for additional funds or change in scope of work; such changes will require further approval and a formal amendment to the Agreement.

Fiscal Year 2025-2026

Budget Line Item	Staff Last Name & Title	% FTE	General Fund
Staff 1	Manager of Outreach and Community Engagement - Agustin Angel	18%	\$12,880.00
Staff 2	Intake - Miguel Anguiano	21%	\$11,245.00
Staff 3	Driver and Logistics Specialist - Carlos Aroche	17%	\$9,165.00
Staff 4	Education Family Advocate - Asipesionau Finau	21%	\$12,320.00
Staff 5	Manager of Case Management and Public Benefits - Mario Flores	21%	\$17,083.35
Staff 6	Mission Resource Hub Manager - Alondra Gallardo	21%	\$15,367.85
Staff 7	Education Family Advocate - Mariela Gallardo	9%	\$5,432.00
Staff 8	Director of Resource Hubs - Maritza Gomez	21%	\$19,791.70
Staff 9	Safety and Support - Zair Gonzalez	13%	\$6,621.25
Staff 10	Housing Navigator - Cynthia Howard	14%	\$9,295.00

Staff 11	Program Facilitator - Faafete Ia	21%	\$10,800.00
Staff 12	Career Coach - Kimberly Lasso	9%	\$5,152.00
Staff 13	Career Coach - Jose Lopez	7%	\$5,152.00
Staff 14	LTF Internship Manager - Estefania Lopez	8%	\$7,083.34
Staff 15	Pacific Islander Hub Manager - Ann Mahina	17%	\$12,470.50
Staff 16	Housing Specialist - Dara Montejo	21%	\$12,153.44
Staff 17	Housing Unit Coordinator - Ana Plaza	21%	\$17,291.70
Staff 18	Intake - Hector Rosales	21%	\$11,392.34
Staff 19	Job Developer - Everardo Velasquez	19%	\$14,583.35
Staff 20	Logistics Driver - Miguel Portilla	6%	\$3,150.00
Staff 21	Housing Specialist - Ana Valle	17%	\$9,681.02
Staff 22	Hub Support Specialist - Yuri Velasquez De Paz	8%	\$4,072.25
			\$232,183.09
Fringe benefits	all fringe combined	25%	\$58,045.77
Staff Travel/ Mileage/ Per Diem			\$2,186.93
Total Staff Expenses			\$292,415.79
Lease & Maintenance			\$1,339.15

Rent (main facility)			\$61,180.64
Indirect Rate - Non-Federal			\$65,217.39
Office Supplies			\$2,244.79
Program Supplies			\$2,694.40
Consultant/Contract or 1	Mission Language and Vocational School		\$60,388.37
Food/Meals			\$759.43
Cell Phone fees			\$1,895.62
Gas/Electric/Water/Utilities			\$6,782.19
	Subtotal Operating expenses		\$202,501.98
Stipends/Wages/Incentives			\$1,800.00
Other Barrier Removal Costs			\$3,282.23
	Subtotal Supportive Services		\$5,082.23
Totals			\$500,000.00

Budget Narrative | FY 2025-2026

Item	Calculations	Description
Personnel		
Manager of Outreach and Community Engagement - Agustin Angel	0.18 FTE, \$72,800.00 annual salary	The Manager of Outreach and Community Engagement is responsible for developing, leading, and implementing strategies that strengthen relationships between the organization and the communities it serves. This role oversees outreach initiatives, community partnerships, public engagement efforts, and culturally responsive programming designed to increase visibility, accessibility, and impact.
Intake - Miguel Anguiano	0.21 FTE, \$54,080.00 annual salary	Latino Task Force Intake is responsible for welcoming, administering intake forms, and supporting clients that are seeking services at any of our Resource Hubs. The Lead Intake gathers information, collects clients' information, and communicates any required documentation
Driver and Logistics Specialist - Carlos Aroche	0.17 FTE, \$54,080.00 annual salary	Latino Task Force Driver is responsible for transporting items in personal vehicle in a safe, timely manner. Duties which include pick up and drop off items, developing and maintaining inventory for multiple sites, and delivering packages to LTF clients home addresses.
Education Family Advocate - Asipesionau Finau	0.21 FTE, \$58,240.00 annual salary	The Education Family Advocate will be a member of the LTF Education Team and will be responsible for youth, family, and school engagement. The work of the LTF Education Navigator is to provide service connection and guidance while ensuring that all LTF families have services that help improve the educational outcomes of their children.
Manager of Case Management and Public Benefits - Mario Flores	0.21 FTE, \$82,000.08 annual salary	The Latino Task Force Manager for Case Management and Public Benefits leads a dynamic team responsible for providing high-quality, client-focused services. This role oversees the case management and public benefits teams, ensuring effective support, engagement, and document facilitation for all clients.
Mission Resource Hub Manager - Alondra Gallardo	0.21 FTE, \$72,800.16 annual salary	The Manager is responsible for overseeing the day-to-day operations of the primary Resource Hub, located in the Mission District. This position leads planning, community development, program implementation, capacity building, and performance monitoring in collaboration with the Latino Task Force (LTF), culturally specific communities in San Francisco and surrounding areas, advisory board members, staff, and clients
Education Family Advocate - Mariela Gallardo	0.09 FTE, \$62,400.00 annual salary	The Education Family Advocate will be a member of the LTF Education Team and will be responsible for youth, family, and school engagement. The work of the LTF Education Navigator is to provide service connection and guidance while ensuring that all LTF families have services that help improve the educational outcomes of their children.
Director of Resource Hubs - Maritza Gomez	0.21 FTE, \$95,000.16 annual salary	The Director of Resource Hubs is primarily responsible for leadership and management of LTF Resource Hubs and their operational programs with the accompanying support and guidance of the Industry Director. The Director of Resource Hubs position entails program staff supervision, program development and oversight, monitoring program budgets, programmatic expenses, initiating and maintaining subcontracts, partnership-building and evaluating staff performance.

Safety and Support - Zair Gonzalez	0.13 FTE, \$52,000.00 annual salary	The Safety and Support position plays a crucial role as the frontline staff responsible for receiving, greeting, and screening clients, serving as the entry point to our Resource and Recovery hubs. The Safety and Support position welcomes clients, manages line flow and assists those seeking services at our hubs.
Housing Navigator - Cynthia Howard	0.14 FTE, \$68,640.00 annual salary	The Housing Navigator is a dedicated professional responsible for assisting individuals or families seeking housing solutions. The Housing Navigator's primary responsibility is to build relationships with landlords and secure rental units for clients. The role requires excellent communication skills, empathy, and the ability to effectively match clients toward stable housing options.
Program Facilitator - Faafete Ia	0.21 FTE, \$52,000.00 annual salary	The Facilitator will oversee day-to-day program operations, create inclusive and culturally relevant learning environments, and ensure the safety and well-being of participants.
Career Coach - Kimberly Lasso	0.09 FTE, \$58,240.00 annual salary	The LTF Career Coach ensures participants have an understanding of high-growth sectors, careers, training and education options while supporting immediate employment opportunities. Career Coaches work with participants one on one in order to create participant-centered career and education plans, which are designed to help them reach the short and long-term goals that will lead to economic self-sufficiency.
Career Coach - Jose Lopez	0.07 FTE, \$70,000.00 annual salary	The LTF Career Coach ensures participants have an understanding of high-growth sectors, careers, training and education options while supporting immediate employment opportunities. Career Coaches work with participants one on one in order to create participant-centered career and education plans, which are designed to help them reach the short and long-term goals that will lead to economic self-sufficiency.
LTF Internship Manager - Estefania Lopez	0.08 FTE, \$85,000.00 annual salary	The Internship Manager will have a dual role: supervising Career Pathway coaches in their work with youth and designing and implementing career pathways and internships that support young people. The Manager will oversee career readiness interventions that help participants complete secondary education and successfully transition to post-secondary education.
Pacific Islander Hub Manager - Ann Mahina	0.17 FTE, \$72,800.00 annual salary	The Manager of Pacific Islander Resource Hut will maintain oversight and day-to-day operations for the planning, community development, organization, implementation, capacity building, and monitoring of Pacific Islander Resource Hut operations and programs in partnership with S.A.L.T. Association, culturally-specific pacific islander communities of San Francisco and neighboring communities, advisory board members, staff and clients.
Housing Specialist - Dara Montejó	0.21 FTE, \$58,240.00 annual salary	The Housing Specialist is a dedicated professional responsible for assisting individuals or families seeking housing solutions. In this key role, you will serve as a resource and advocate for low-income individuals who are in need of rental assistance, rent negotiation, eviction protection, and will assist in securing new housing opportunities.
Housing Unit Coordinator - Ana Plaza	0.21 FTE, \$83,000.16 annual salary	The Manager provides oversight, guidance, and support to the LTF Housing team, as well as to external partnerships. The Manager delivers comprehensive wrap-around housing support using a triage approach to manage a caseload, while also administering client and staff support within a multi-resource center environment.

Intake - Hector Rosales	0.21 FTE, \$54,080.00 annual salary	Latino Task Force Intake is responsible for welcoming, administering intake forms, and supporting clients that are seeking services at any of our Resource Hubs. The Lead Intake gathers information, collects clients' information, and communicates any required documentation
Job Developer - Everardo Velasquez	0.19 FTE, \$75,000.00 annual salary	The Job Developer performs activities designed to assist job seekers with finding and securing employment; This primarily includes establishing and maintaining relationships with local employers, business organizations, and community organizations in developing job opportunities
Logistics Driver - Miguel Portilla	0.06 FTE, \$52,000.00 annual salary	Latino Task Force Driver is responsible for transporting items in personal vehicle in a safe, timely manner. Duties which include pick up and drop off items, developing and maintaining inventory for multiple sites, and delivering packages to LTF clients home addresses.
Housing Specialist - Ana Valle	0.17 FTE, \$58,240.00 annual salary	The Housing Specialist is a dedicated professional responsible for assisting individuals or families seeking housing solutions. In this key role, you will serve as a resource and advocate for low-income individuals who are in need of rental assistance, rent negotiation, eviction protection, and will assist in securing new housing opportunities.
Hub Support Specialist - Yuri Velasquez De Paz	0.08 FTE, \$54,080.00 annual salary	Latino Task Force Hub Support staff serve as the frontline team responsible for receiving and greeting clients as they enter our Resource and Recovery Hubs. They provide the first point of contact for individuals seeking services, offering a welcoming environment and guiding clients to the appropriate support
Fringe Benefits		
Fringe	25% x \$232,183.09 staff wages	25% of staff wages.
Subcontractors		
MLVS	\$24,155.35/month x 2.5 months	Provide space, at cost, for the primary resource hub located at MLVS/701 Alabama; Manage and leverage health services for the resource hub; And manage the LTF young adult internship program
Other Program Expenses		
Rent	\$24,472.26/month x 2.5 months	Office Space Rental, 4834 Mission St 150 Executive Park, 2929 19th Street
Telecomm	\$758.25/month x 2.5 months	Cover program related and necessary staff cell phone stipends, telephone, internet, and printing costs
Office Supplies	\$897.92/month x 2.5 months	Purchase materials and consumables necessary for administrative and operational tasks. This includes writing instruments, paper products, filing materials, desk accessories, printer ink and toner, and other items required to support daily office functions.
Program Supplies	\$1,077.76/month x 2.5 months	Purchase materials and supplies needed to support workshops, community events, and other relevant activities for the program. This may include educational materials, event supplies, and other items essential for successful program delivery.
Food	\$303.77/month x 2.5 months	Cover food and snacks for trainings, meetings, and community focused events for youth participants.
Staff Travel	\$874.77/month x 2.5 months	Mileage, parking, toll, lyfts, bart, etc for staff to meetings, events and programming. Mileage: will comply with Standard Mileage Rates published annually by the Internal Revenue Service.

Equipment Lease and Maintenance	\$535.66/month x 2.5 months	TeleCom and Printer Monthly Rental and usage costs
Utilities	\$2,712.88/month x 2.5 months	PG&E, Recology, SF Water, Cleaning, Plumbing, Maintenance, etc
Supportive Services/Stipends/Wages/Incentives	\$720/month x 2.5 months	Cover training stipends and incentives for clients
Supportive Services/Other Barrier Removal Costs	\$1,312.89/month x 2.5 months	Client supportive services that includes basic needs, transportation, clothing, housingsupport, and other expenses for program participants.
Administrative		
Indirect (15%)	15% x \$434,782.61	15% of expenses
TOTAL		

Appendix B-3 Definition of Grant Plan

The term “Grant Plan” shall mean

I. Purpose of Grant

Community Economic Recovery Hubs Overview

In order to sustain economic recovery efforts, OEWD will partner with local community-based organizations to provide a variety of support and referral services targeted to low-income and vulnerable communities through Community Economic Recovery Hubs. Hubs will connect residents to essential services in San Francisco to build back better.

The Hub network is charged with being a point of entry into the public workforce system, affiliated government agencies, and community-based organizations for information, referral, and delivery of essential services. The Hub network will support individuals with light-touch services from intake, assessment, and referrals to address their immediate needs and directly connect them with essential services. The Provider will deliver in-house services, where applicable, and partner with the broader workforce system and the social assistance network, depending on an individual’s needs.

Resources and referrals include (but are not limited to): employment and training, personal protective equipment, housing, unemployment insurance information, public aid assistance, mental wellness, legal services, transportation assistance, and post-secondary education information.

1. Outreach and Recruitment

Excelsior, Mission, and Visitacion Valley Hub Outreach and Recruitment

Provider will implement outreach and recruitment strategies to increase awareness of Hub services available and identify appropriate/eligible participants to be enrolled in services, including low-income, unemployed, underemployed, and dislocated workers. Standard marketing tools such as brochures, speakers, ads, and flyers should be created and utilized to attract individuals eligible for services.

Providers may receive participant referrals from OEWD, other workforce system Providers, and partnering agencies under an agreed-upon referral process. Outreach and recruitment efforts should be coordinated with other partners in the workforce system, including OEWD-funded programs and other stakeholders.

2. Assessment and Intake

Assessment: Providers must assess each participant to determine immediate needs to prepare for resource referrals and supportive services.

Intake: Provider must work with potential participants to determine eligibility, complete the intake form that will inform the assessment of needs. These and any additional forms required to facilitate or provide services must be completed and entered into the data tracker provided by OEWD. Enrollment into services establishes that Provider has documentation of the potential participant’s eligibility and has determined the individual’s participation in Hub service. Participation eligibility is not limited to residency within one of the three designated neighborhoods. All documents must be signed, where applicable, and kept in the case file, including electronic documents.

3. Services and Referral to Workforce Connection, Essential Resources and Services and Supportive Services

Excelsior, Mission, and Visitacion Valley Hub Referrals to Workforce System, Essential Services, and Resources

Workforce Connection Referrals: For those participants who require workforce connection referrals, Provider must successfully refer and connect individuals to required services. Referral services must provide participants with information on how to access services within and across Providers and the larger workforce system. Referral services must include guided referral to services and workforce programs for which individuals are eligible and prepared and which are most appropriate to their goals, abilities and needs, based on the results of intake and assessment.

- General Employment and Job Placement Assistance
- Sector Trainings
- Job Readiness Services
- Subsidized and Boot Camp Programming (Young Adults)

Essential Resources and Services Referrals: When assessment identifies participants' need for essential services, Provider must successfully refer and directly connect individuals to identified services must provide participant and information on how to access services. Referral services must provide participant with information on how to access services. Referral services must include guided referral to services. Essential services include, (but are not limited to) the following:

- Housing
- Unemployment Insurance
- Public Benefits
- Transportation Assistance
- Post-Secondary Education and Educational Services
 - For in-school youth and young adult participants, provide appropriate educational preparation programming to assess interest and opportunities for post-secondary education or training, or other identified educational services, such as academic tutoring, counseling, academic advising, career exploration, experiential learning opportunities, and other necessary supports
 - Provide activities that facilitate connection and community among newcomer families, including providing entry points to school district services (enrollments and transfers in the district, signing up for after-school programming, case management coordination at school campuses, etc.)

Excelsior, Mission, and Visitacion Valley Hub Supportive Services

Supportive Services: Provider will facilitate, distribute, and record supportive services or safety net services either directly or indirectly to individuals based on intake and assessment needs. If the Provider is unable to deliver supportive services directly to eligible individuals, the Provider will offer an appropriate connection to referral partners. Eligible individuals for Supportive Services include San Francisco residents, ages 16 and older identified as in need of supportive services from intake and assessment.

- Food Vouchers/Gift Cards to assist with immediate essential needs

Locations

Mission Hub, "Mission Hub": 701 Alabama St., San Francisco, CA 94110

Excelsior Hub: 4834 Mission St., San Francisco, CA 94112
 Visitacion Valley Hub “The Hut at Executive Park”: 150 Executive Park Blvd. Suite 2450, San Francisco, CA 94134

Service and Outcome Objectives

The Provider will meet the following service objectives and provide monthly progress reports during check-in meetings for each of these benchmarks for the Excelsior, Mission, and Visitacion Valley Hubs:

Activity	FY 25-26 Goal	Description
Total Potential Participants for Intake and Assessments	935	Number of potential participants assessed for services
Total Participants Enrolled and Provided Referral	935	Number of participants enrolled in services
Total Potential Participants Provided Support Services	935	Maximum number of participants provided supportive services

4. Data Collection and Evaluation

Excelsior, Mission and Visitacion Valley Hub Data and Evaluation

The Provider will utilize an OEWD standardized form for intake assessment to determine eligibility criteria, proof of San Francisco Residence, and age and populate data into a standardized sheet in a timely manner. Assessment tools and trackers will be used to accurately demonstrate and report activity frequently and demographic information of participants served. The Provider will perform and be responsible for all Excelsior, and Mission Hub ad hoc reports on an ongoing and needed basis to OEWD to track participant information, services delivered, and referral status.

- a. *The Provider shall collect, store, review, and report complete and accurate data on programs and services including operational, administrative and program performance; services; and participant demographics, barriers, assessment progress, and outcomes. Provider will be required to enter data into tracking documents within 10 business days following the month that services were provided and ensure complete, accurate, and timely data entry that complies with OEWD’s specific funding requirements. Provider will create and maintain records of individual case files for each participant enrolled in approved programs. Such case files will record all participant contacts, including any assessments and evaluations, all services indicated and provided, services to which the participant is referred, and case notes documenting client contact. Case files must be shared across OEWD partners, if necessary.*
- b. *Program and Participant Measures: Providers must track and report output, or process, data for all programs and services as described below. Provider is required to gather and track or report Interim program measures. These measures may include:*

- i. *Participants provided with intake and assessment*
- ii. *Participants enrolled*
- iii. *Participants provided Supportive services*
- iv. *Participants provided Referral services*

5. Monitoring Activities

Provider shall make all reasonable efforts to accommodate OEWD and appropriate partners monitoring activities. OEWD will make all reasonable efforts to ensure that such monitoring activities are not unduly disruptive of Provider's normal course of programs and activities.

Program Monitoring: OEWD Program Compliance staff will conduct a minimum of one program monitoring site visit during the program year. Program monitoring may include, but is not limited to, site visits to Provider and partner facilities, conduct facility review, interviews or surveys of program participants, review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

6. Reporting Requirements

All monthly program and invoice reports should be submitted to:

Grant Coordination Team
Office of Economic and Workforce Development (OEWD)
1 South Van Ness Avenue 5th Floor,
San Francisco, CA 94103

Fiscal Reporting:

Provider must submit invoices in the format provided by OEWD. Invoice forms submitted should include actual expenditures incurred during the month.

1. The invoice supplied shall include the total dollar amount monthly reports on expenditures, matching funds and funding obligations. Invoices will be tied to the contract budget. *The Invoices and corresponding back-up documentation (all receipts for purchases and expenses incurred and reimbursement is being sought) **MUST** be submitted no later than the **10th day** of the month. Late submissions must be approved in writing by OEWD staff.*

2. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Provider's proposal and required in the contract.
3. The invoice shall show by line item:
 - a. Budgeted amount (per contract budget or modification)
 - b. Expenses for invoice period
 - c. Expenses year-to-date
 - d. % of budget expended
 - e. Remaining balance
4. Personnel expenditures will show same line item categories by position. Detail will show last name of employee and position.
5. Executive Directors or CEO or other authorized signatory must certify the invoice is accurate by signing the invoice before it is submitted to OEWD.

Provider may submit written request for a budget modification to the grant coordinator, and with written approval contractor may adjust the budget.

Close-Out Reporting

Within 30 days after the end of the contract period, Provider shall submit or receive a final (close-out) report reflecting actual expenditures, which will be supported by the Provider's accounting records. If a refund is due OEWD, it must be submitted by the final invoice deadline which will be communicated by OEWD annually. Any expenses submitted after the final year end billing deadline communicated by OEWD will not be paid.

Audits

Provider is responsible for the arrangement for and payment of any costs associated with audits of its programs. In accordance with OMB Circular A-133 contractor single audits must be submitted to OEWD within nine months after the completion of the program year. If the contractor is not required to submit a single audit in accordance with OMB Circular A-133, contractor agrees to provide OEWD annual accounting of WIOA expenditures.

Ad-Hoc Reporting

Provider will make every reasonable effort to provide additional or non-customary reports on data as requested by OEWD.

Failure to submit invoices, program reports, audits, close-out reports and requested documents within the times specified in the document or in other written OEWD directives may result in withholding of contract payments in part or full or contract termination.

7. Other Requirements

Meetings and Trainings

Provider will attend all required OEWD meetings and trainings. Provider will minimally be required to attend one quarterly meeting/training per program strategy they are contracted for.

Capacity Building Activities

Provider will participate in any OEWD sponsored capacity building meetings, workshops, convening's. Participation in appropriate (optional and mandatory) Capacity Building activities, as determined by OEWD, will be considered when Provider progress is assessed.

Marketing Collateral

Provider will create program marketing collateral (flyers, postcards, invitations, etc.) in close collaboration with OEWD and will not publish/distribute program marketing collateral without prior approval from OEWD. Provider will ensure that specific program contact information is kept up to date at all times.

Workforce Innovations

Provider will utilize and/or disseminate information on OEWD-sponsored tools and services, including but not limited to new job search technologies and resources.

Reasonable Accommodation

OEWD funded programs will ensure that reasonable accommodations are provided to qualified individuals with disabilities. The Provider shall follow the process to provide reasonable accommodations as it is set forth in OEWD's *Reasonable Accommodation Policy and Procedure Guide*. Further, the Provider shall notify the OEWD Program Officer and coordinate with the Disability Employment Initiative (DEI) to fulfill reasonable accommodation requests.

Appendix C-1 Invoicing and Payment Instructions

Suppliers eligible to invoice via eSettlements may submit invoices online, via the SF Supplier Portal. To submit invoices for this project, log into the SF Supplier Portal at the following link: <https://sfcitypartner.sfgov.org/pages/BS3/login.aspx>

Job aids describing the eSettlements invoicing process can be found at the following site:

<https://sfcitypartnersupport.sfgov.org/support/solutions/folders/11000080783>

Invoicing Instructions:

- I. Grantee will submit a monthly invoice within 10 days after the month that expenses were incurred or the deliverable was accepted by OEWD. The invoice shall include a coversheet (below), summarizing all costs included in that month's invoice, and a PDF file that includes all supporting documentation (invoices, receipts, copies of checks, copies of deliverables or confirmation of delivery from Program Manager). Only one invoice should be submitted per month. These documents must be submitted electronically in the SF Supplier Portal.
- II. Failure to submit required documents by specified deadlines may result in withholding of contract payments. Failure to submit sufficient supporting documentation and/or any discrepancies on the invoice may result in withholding of contract payments. Failure to meet contract performance goals will result in a corrective action plan, withholding of contract payments in full or part and/or termination.
- III. Following OEWD verification that claimed services are authorized and delivered satisfactorily, OEWD will authorize payment no later than 30 days after receipt of the invoice and all billing information set forth above.
- IV. Grantee shall be prepared to submit a final invoice which reconciles all charges for the fiscal year. If a refund is due to OEWD, it must be submitted with the final invoice. OEWD will inform Grantee of the due date for all close-out deadlines. Any expenses submitted after the communicated deadline (generally 20 days following the fiscal year end) will not be paid. *NOTE: All deliverables must be approved by the PM in writing on or before the term end date.*
- V. OEWD may change the invoice submission method at its discretion by notifying Grantee in writing.
- VI. Acquisition and Disposition of Nonexpendable Property

Title to all nonexpendable property (nonexpendable property is property other than real property that costs more than \$1,000.00 and has a useful life which exceeds one year) acquired by Grantee in whole or in part with funds (including WIOA, CDBG, and General Fund, unless prohibited by the source) provided under this Agreement, shall vest immediately in City for the purpose of securing Grantee's performance under this Agreement, unless City notifies Grantee to the contrary. Grantee shall take any and all steps necessary to take title to such property in City's name. Grantee shall have the right to possession of such property, and shall be solely responsible for the use and maintenance of such property and for any liability associated with the property that arises or relates to any act or omission occurring at any point prior to Grantee's delivery of the property to City. Grantee may not alienate, transfer or encumber such property without City's prior written consent. At the end of the term or upon earlier expiration of this Agreement, possession of said property should be immediately surrendered if requested by the City.

VII. By submitting each monthly invoice, Supplier certifies that:

- (a) The total amount of funds requested pursuant to the invoice will be used to pay Eligible Expenses, as set forth in Appendix A of the Agreement. Supplier has attached true and correct copies of all required documentation of such Eligible Expenses.
- (b) After giving effect to the disbursement requested pursuant to the Invoice, the grant funds disbursed as of the date of the disbursement will not exceed the maximum amount set forth in Appendix A of the Agreement.
- (c) The representations and warranties made in the Agreement are true and correct in all material respects as if made on the date hereof;
- (d) No Event of Default has occurred and is continuing;
- (e) The person submitting the request through the City's approved electronic submission system is duly authorized to submit the invoice on behalf of Supplier, and;
- (f) Supplier certifies compliance with the requirements of the Minimum Compensation Ordinance, which entitles Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.
- (g) Supplier certifies compliance with the requirements of the Health Care Security Ordinance, which entitles Covered Employees to certain health benefits.
- (h) Supplier is not suspended, debarred or otherwise excluded from participation in federal, state or local assistance programs.

Invoice Coversheet			
Supplier Name:	BACR	Project Name:	YAJC
Contract ID:	1000022576	Invoice Month:	
Purchase Order ID:		Amount Requested:	
Budget Line Item	Description	Amount	Line Item Balance
Salaries			
Fringe	25% of staff wages		
Staff Development			
Staff Travel			
Marketing Costs			
Office Supplies			
Subcontractor- MLVS			
Food/Meals			
Cell Phone fees			
Stipends/Wages/ Incentives			
Barrier removal costs			
Indirect	15%		
	Total Actual Costs:	\$ -	\$ -
	Total Requested:	\$ -	

I hereby certify that the information reported is a true, complete and accurate statement that agrees with the amounts shown in our official records; that the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract; and that my organization is not suspended, debarred or otherwise excluded from participation in federal, state or local assistance programs. Full justification and backup records of those claims are maintained in our office at the address indicated

Authorized Signatory: _____

Signature: _____

Appendix D-1 Interests In Other City Contracts

Contract Number	Contract Title	Term Start Date	Term End Date	Department	Contract Award Amount
1000002184	YOUNG ADULT SUBSIDIZED EMPLOYM	06/27/2017	06/30/2018	AIR Airport Commission	200,000
1000002184 - Total					200,000
1000006855	96413-17	07/01/2017	06/30/2018	MYR Mayor	70,000
1000006855 - Total					70,000
1000008943	ECN Young Ad. Subsid	08/01/2017	06/30/2019	ECN Economic & Wrkfrce Dvlpmnt	400,000
1000008943 - Total					400,000
1000009183	CHF-GA-A Home Away From Homele	07/01/2018	09/13/2024	CHF Children;Youth & Families	985,644
1000009183 - Total					985,644
1000009277	ENV.ClimateCorpsFellows	02/16/2018	10/31/2019	ENV Environment	68,600
1000009277 - Total					68,600
1000009360	CHF-GA-A.P. Giannini Beacon Ce	07/01/2018	09/13/2024	CHF Children;Youth & Families	3,290,933
1000009360 - Total					3,290,933
1000009363	CHF-GA-Bret Harte Beacon Cente	07/01/2018	09/13/2024	CHF Children;Youth & Families	2,547,500
1000009363 - Total					2,547,500
1000009369	CHF-GA-Herbert Hoover Beacon C	07/01/2018	09/13/2024	CHF Children;Youth & Families	3,134,234
1000009369 - Total					3,134,234
1000009370	CHF-GA-Paul Revere Beacon Cent	07/01/2018	09/13/2024	CHF Children;Youth & Families	3,422,694
1000009370 - Total					3,422,694
1000009407	CHF-GA-BACR Summer Learning	07/01/2018	09/13/2024	CHF Children;Youth & Families	8,616,224
1000009407 - Total					8,616,224
1000009446	ECN Mission Bernal Merchants	10/01/2017	12/31/2018	ECN Economic & Wrkfrce Dvlpmnt	75,000
1000009446 - Total					75,000

100009549	CHF-GA-Hope SF Youth Leadershi	07/01/2018	09/13/2024	CHF Children; Youth & Families	1,119,890
100009549 - Total					1,119,890
100009550	CHF-GA-Sunset Media Wave	07/01/2018	09/13/2024	CHF Children; Youth & Families	842,258
100009550 - Total					842,258
100009556	CHF-GA-Youth Funding Youth Ide	07/01/2018	09/13/2024	CHF Children; Youth & Families	3,281,425
100009556 - Total					3,281,425
100009735	CHF-GA- Paul Revere After Scho	01/01/2018	06/30/2023	CHF Children; Youth & Families	180,000
100009735 - Total					180,000
100009774	CHF-GA-Opportunity Fund	04/01/2018	06/30/2019	CHF Children; Youth & Families	12,785
100009774 - Total					12,785
100009833	CHF-GA-RESET	07/01/2018	09/13/2024	CHF Children; Youth & Families	5,970,030
100009833 - Total					5,970,030
100009932	CHF-GA-Career Pathways Undocum	07/01/2018	09/13/2024	CHF Children; Youth & Families	3,030,720
100009932 - Total					3,030,720
100009934	CHF-GA-Youthline Tech	07/01/2018	09/13/2024	CHF Children; Youth & Families	1,554,311
100009934 - Total					1,554,311
100009963	CHF-GA-A Home Away From Homele	07/01/2018	09/13/2024	CHF Children; Youth & Families	673,806
100009963 - Total					673,806
1000011346	110851-18	07/01/2018	06/30/2019	MYR Mayor	70,000
1000011346 - Total					70,000
1000012746	111045-18	07/01/2018	06/30/2019	MYR Mayor	53,844
1000012746 - Total					53,844
1000013892	ECN YAAP	01/01/2019	02/28/2023	ECN Economic & Wrkfrce Dvlpmnt	200,000
1000013892 - Total					200,000
1000015035	MYR-123209-19	07/01/2019	09/30/2020	MYR Mayor	68,988
1000015035 - Total					68,988

1000015126	MYR-123310-19	07/01/2019	06/30/2020	MYR Mayor	70,000
1000015126 - Total					70,000
1000015166	ECN Young Adult Subsidized Emp	07/01/2019	06/30/2020	ECN Economic & Wrkfrce Dvlpmnt	1,011,100
1000015166 - Total					1,011,100
1000016711	CHF-GA-BACR Special Needs	07/01/2019	06/30/2020	CHF Children; Youth & Families	41,500
1000016711 - Total					41,500
1000016884	ENV.ClimateCorpsFellows	09/01/2019	08/31/2020	ENV Environment	50,000
1000016884 - Total					50,000
1000017216	ECN Portola Neighborhood Ident	07/02/2019	06/30/2022	ECN Economic & Wrkfrce Dvlpmnt	51,413
1000017216 - Total					51,413
1000019202	EV-Climate Corps Fellow 20-25	09/01/2020	08/31/2025	ENV Environment	159,500
1000019202 - Total					159,500
1000019854	MYR-142113-20	07/01/2020	06/30/2021	MYR Mayor	70,000
1000019854 - Total					70,000
1000020669	ECN COVID Resource Hubs	11/01/2020	06/30/2022	ECN Economic & Wrkfrce Dvlpmnt	9,600,000
1000020669 - Total					9,600,000
1000020694	ADMNB-Burrows Park Expansion	07/01/2020	06/30/2022	ADM GSA - City Administrator	162,926
1000020694 - Total					162,926
1000021602	ECN SF Shines	04/01/2021	06/30/2024	ECN Economic & Wrkfrce Dvlpmnt	316,288
1000021602 - Total					316,288
1000022575	ECN Economic Recovery Pilots	07/04/2021	06/30/2023	ECN Economic & Wrkfrce Dvlpmnt	300,000
1000022575 - Total					300,000
1000022576	ECN Young Adult Job Center	07/02/2021	06/30/2025	ECN Economic & Wrkfrce Dvlpmnt	1,207,770
1000022576 - Total					1,207,770
1000022577	ECN Young Adult Subsidized Emp	07/01/2021	06/30/2025	ECN Economic & Wrkfrce Dvlpmnt	2,137,450
1000022577 - Total					2,137,450

1000024585	MYR-167516-21	07/01/2021	06/30/2022	MYR Mayor	100,000
1000024585 - Total					100,000
1000025147	MYR-160151-21	07/01/2021	06/30/2022	MYR Mayor	133,355
1000025147 - Total					133,355
1000025179	MYR-175141-21	11/01/2021	06/30/2022	MYR Mayor	100,000
1000025179 - Total					100,000
1000026242	ECN COVID-Response Resrce Hubs	07/01/2022	06/30/2025	ECN Economic & Wrkfrce Dvlpmnt	14,779,999
1000026242 - Total					14,779,999
1000027205	ECN Portola Economic Vitality	11/01/2022	12/31/2023	ECN Economic & Wrkfrce Dvlpmnt	255,000
1000027205 - Total					255,000
1000027206	CHF-GA-RJC Credible Messenger	07/01/2022	09/13/2024	CHF Children; Youth & Families	400,000
1000027206 - Total					400,000
1000027555	MYR-184681-22	07/01/2022	06/30/2023	MYR Mayor	168,454
1000027555 - Total					168,454
1000027862	SFMTA-2023-35 - BV Shuttle Pro	03/20/2023	06/30/2026	MTA Municipal Transprtn Agency	101,860
1000027862 - Total					101,860
1000028178	MYR-186171-22	07/01/2022	06/30/2023	MYR Mayor	100,000
1000028178 - Total					100,000
1000029012	ADMNB-PNA Freeway Greenway	07/01/2022	06/30/2023	ADM GSA - City Administrator	110,001
1000029012 - Total					110,001
1000030295	HRC-DKI-NHPI-003-BACR	08/23/2023	10/31/2024	HRC Human Rights Commission	350,000
1000030295 - Total					350,000
1000030297	community centered groc access	09/01/2023	06/30/2025	HSA Human Services Agency	2,216,451
1000030297 - Total					2,216,451
1000030360	ECN Barber Pathway	07/01/2023	06/30/2025	ECN Economic & Wrkfrce Dvlpmnt	250,000
1000030360 - Total					250,000
1000031051	MYR-204129-23	07/01/2023	06/30/2024	MYR Mayor	104,000
1000031051 - Total					104,000
1000031061	MYR-195777-22	06/01/2023	06/30/2024	MYR Mayor	75,000

1000031061 - Total					75,000
1000031062	MYR-195887-22	05/01/2023	06/30/2024	MYR Mayor	268,500
1000031062 - Total					268,500
1000032512	CHF-GA-Learn and Succeed-24-29	07/01/2024	09/14/2029	CHF Children; Youth & Families	16,806,000
1000032512 - Total					16,806,000
1000032513	CHF-GA-Productive Adult-24-29	07/01/2024	09/14/2029	CHF Children; Youth & Families	10,473,540
1000032513 - Total					10,473,540
1000032817	HRC-COM-009-Bay Area Comm Reso	04/21/2024	06/30/2025	HRC Human Rights Commission	450,000
1000032817 - Total					450,000
1000035050	MYR-221119-24	07/01/2024	06/30/2025	MYR Mayor	330,000
1000035050 - Total					330,000
Report Total:					102,618,993

Appendix E-3 – Permitted Subgrantees

Mission Language and Vocational School - Nonprofit Corporation - CA - Public Benefit