



JFF Contract Administration Use Only
Agreement ID: 21-197

Jobs for the Future ("JFF")

Defined Terms	
Terms	Definition of Terms
Contractor or Subrecipient Name (the "Counterparty")	City and County of San Francisco dba Office of Economic and Workforce Development
Business Type (If Professional Services are being rendered)	Business of Multiple Employees
Contractor's Field of Expertise (If Professional Services are being rendered)	Tech sector skills training within the San Francisco Bay Area
Transaction Type (New Agreement, No-Cost Extension, Termination, etc.)	Revised Scope with Budget Increase
Agreement ID# (If No-Cost Ext., Amendment., Termination, etc.)	21-197
Type of Agreement (Professional Services or Pass-Through)	Subaward / Pass-Through Agreement
Funding Category (Federal or Non-Federal; If Federal, see UEI below)	Federal
Is this a Subscription, Renewal or Order for Software, Hardware or Networking ?	No, this is not for software, hardware or networking.
Fixed Basis for Fees / Funds (Billing Rate, Price Milestone)	Billing Rate / Labor Rate (Hourly, Daily, Weekly, Monthly, Quarterly....)
CFDA# (If Federal Pass-through)	17-258
Account Code	311-1004-3343A
Funder / Sponsor Name	U.S. Department of Labor, Employment and Training Administration
Title of "Project"	Rapid IT Training and Employment Initiative (RITEI)
Date of Agreement or Date of Amendment (as applicable) (For Contract Admin Use Only)	March 23, 2025
Period of Performance Start Date	June 25, 2021
Period of Performance End Date	September 30, 2025
Amended End date (If applicable)	
Previous Service Amount (If applicable)	\$500,000
This Action Service Amount. (If applicable)	\$159,000
Previous Travel Amount (If applicable)	
This Action Travel Amount (If applicable)	\$20,000
Previous Other Expenses Amount (If applicable)	
This Action Other Expenses Amount (If applicable)	
Agreement TOTAL (Fees / Grant Funds + Travel + Other Expenses) REQUIRED	\$679,000
JFF Budget Owner (For Contract Admin Use Only) 1 st	Beth Spektor <i>Beth Spektor</i> 3/25/2025 6:15 AM PDT
JFF Project Lead	Beth Spektor
JFF Business Unit, Office or Department Requesting this Agreement	Practice: WRE - Workforce & Regional Economies Practice
JFF Finance Lead (For Contract Admin Use Only) 2 nd	Nicole D Giroux <i>Nicole D'Alessandro</i> 3/25/2025 4:47 PM EDT
JFF Requester - Invoice Lead	Dylan Edgell
JFF Requester - Invoice Lead Email	dedgell@jff.org
Is subcontracting permitted?	Subcontracting is Permitted with Approval
Contractor or Subrecipient Legal Address	1 S. Van Ness Ave 5th Floor, San Francisco, CA 94103
Signatory	Merrick Pascual
Signatory Email	merrick.pascual@sfgov.org
Key Personnel	Orrian Willis
Key Personnel Email	orrian.willis@sfgov.org
Contractor or Subrecipient "Notice Recipient"	
Contractor or Subrecipient "Notice Recipient Email"	
Billing Contact	Lisa Yu
Billing Contact Email	lisa.yu@sfgov.org
Type of Organization (individual, for-profit, LLC, non-profit, institution)	Municipality (City, Town or Village)
Unique Entity Identifier (UEI) (number assigned by (SAM.gov). Required when funding is Federal)	JJCMD7L3NGP9
Additional Liability Insurances (check all that apply) (For Contract Admin Use Only)	<input type="checkbox"/> Cyber Risk <input type="checkbox"/> Media <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Product <input type="checkbox"/> Automobile

Incorporation. This Defined Terms Sheet is the source of definition for capitalized terms within the Jobs for the Future (JFF) Terms and Conditions or amended Agreement. This Defined Terms Sheet, the Jobs for the Future (JFF) Terms and Conditions, amended Agreement, Attachments A, B, C, D, or other attachments, appendices, exhibits, addenda, or other documents are incorporated and constitute this Agreement relating the work described and to be performed hereunder. Except as set forth in any applicable addendum, all other terms of the Agreement remain unchanged. **IN WITNESS WHEREOF**, each party has caused this Agreement to be executed by its duly authorized representative.

For Jobs for the Future, Inc.

Signed by:
By Barbara Polk 4th
B8DF5FDBCA80493...
Name Barbara Polk
Title Chief operating officer
Date 3/26/2025 | 10:53 AM PDT

For Counterparty

DocuSigned by:
By Merrick Pascual 3rd
8687E129144B45D...
Name Merrick Pascual
Title Chief Financial officer
Date 3/26/2025 | 10:34 AM PDT



JFF Contract Administration Use
Only Agreement ID: 21-197

Addendum #5
to
Jobs for the Future (JFF) Terms and Conditions

This Addendum shall be read and interpreted in combination with the Agreement, Attachments and with the Defined Terms Sheet, where variables to this Addendum are defined.

The Counterparty identified in the Defined Terms Sheet and Jobs for the Future ("JFF") are parties ("Parties") to a certain agreement dated as of the **Date of Agreement** and **Agreement ID#**, (the "Agreement"). This Addendum to the Agreement is entered into by the Parties as of the **Date of Amendment**.

Nature of Addendum:

The Agreement is hereby amended by this Addendum with reference to the sections indicated below:

- 1. Scope of Activities.** Subrecipient shall be responsible for delivering the program that is detailed in the **Scope of Activities** included as **Attachment A** to this Agreement (Activities).
- 2. Total Grant Funds.** In support of Subrecipient to complete the Scope of Activities, JFF has authorized to pay Subrecipient an amount not to exceed the **Agreement Total** (Grant Funds).
- 3. Reporting and Disbursement.** An estimated budget pertaining to the Grant Funds is included as **Attachment B – Detailed Budget**. The Grant Funds shall be disbursed to Subrecipient as indicated in **Attachment C – Schedule of Disbursements and Reports**. Subrecipient agrees to submit periodic reports to JFF regarding expenditure of Grant Funds based on the Schedule of Disbursements and Reports. All scheduled disbursements after the initial disbursement will be subject to demonstrable progress towards completion of the Scope of Activities.
- 4. Incorporation by Reference.** The Attachments appended to this Agreement Addendum are incorporated into this Agreement Addendum by reference and supersede the previous versions.

Attachment A.5 - Scope of Activities

Office of Economic and Workforce Development Rapid IT Employment Initiative (RITEI)

Period of Performance: June 25, 2021 to September 30, 2025

A. Statement of Purpose

The purpose of the H-1B One Workforce Rapid IT Employment Initiative (RITEI) grant, led by JFF, in partnership with NAWB, the AFL-CIO Working for America Institute, CompTIA, and five local sites, is to connect unemployed and underemployed workers to jobs in IT and to advance incumbent workers to middle- and high-skill positions. Over the span of the grant, RITEI will train 1,800 individuals for the in-demand CompTIA A+ Certification or one of the five Google IT Professional Certificates, supplemented by rigorous, paid work-based learning (WBL). The JFF team will serve five communities, where site leads will provide assessment, case management, and supportive services, and engage with regional employers to place participants in tech jobs with established career pathways.

B. Roles and Responsibilities

JFF will serve as the primary grant recipient from the U.S. Department of Labor, Employment and Training Administration. TechSF (San Francisco Office of Economic & Workforce Development) is a Sub-recipient to JFF. TechSF (San Francisco Office of Economic & Workforce Development) agrees to serve as the intermediary for the San Francisco Bay Area (USDOL Region 6) for the implementation of this grant, to leverage resources, to recruit employer partners, and to place participants who complete the training in relevant tech roles.

Subrecipient agrees to implement this agreement in accordance with the workplan and deliverables described in the H-1B One Workforce Initiative grant (HG-35910-21-60-A-25). Subrecipient agrees to request in writing prior approval from JFF for modifications to the work plan, deliverables and budget in excess of 10 percent. SUBRECIPIENT may make budget modifications greater than \$1,000 but less than 10% of the approved budget with written notification to JFF but do not require prior approval. JFF agrees to receive and review such requests, and not to unduly withhold approval of requests for modification that it deems within the scope and purpose of this grant, in accordance with the budget approved.

JFF agrees to reimburse Subrecipient for expenses incurred in implementing this grant, in accordance with the budget approved as Attachment B (and TechSF_RITEI_Site_Budget_Draft_5_27_21) to this agreement, to provide templates for reports and invoices as described in Attachment C of this Agreement, to serve as a liaison to the US DOL for issues concerning this grant. JFF agrees to assist Subrecipient in developing an implementation approach aligned with local needs, supporting sustainability planning efforts, and sharing relevant insights and subject matter expertise as technical assistance partners to support the work of Subrecipient in implementing this grant.

C. RITEI Design and Delivery

Subrecipient will work with other local partners to identify, refer, assess, candidates for the CompTIA or Google training program, offer case management and supportive services, cultivate paid WBL experiences, engage local employers, provide job placement supports, and track data. The local WDB as well as one or more business/trade association will participate in Subrecipient's local partnership.

Populations Served

Subrecipient agrees to primarily serve individuals who are underemployed or unemployed, at least 17 years old, and face barriers to employment, such as a lack of a bachelor's degree. In addition,

Subrecipient will prioritize two target populations among nontraditional job candidates: WIOA-eligible individuals, opportunity youth (i.e., 17–24-year-olds disconnected from school and work). The definitions of each target population used by Subrecipient should align with those in DOL’s Funding Opportunity Announcement, including:

- Unemployed workers: An individual who is without a job and available to work.
- Underemployed workers: Individuals who are not currently connected to a full-time job commensurate with the individual’s level of education, skills, wage, and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment.

Incumbent workers: Individuals who are employed but need training to upgrade their skills and secure full-time employment, increase their skills to remain competitive and advance their careers, or retain their current occupations in H-1B industries and occupations. This definition includes newly hired workers and workers whose hours have been reduced and/or earnings have declined. The training provided to incumbent workers is developed in collaboration with the employer for which an individual is employed when they are determined eligible to participate in the grant. Applicants are encouraged to backfill open positions that result from incumbent workers training with unemployed and underemployed individuals.

Beyond these national priorities, Subrecipient may customize the populations served to align with local COVID economic recovery plans, particularly during the first two grant years. Subrecipient will use a small portion of funds to upskill incumbent workers, which will represent at least 180 participants across all five sites.

Outreach, Recruitment, and Assessment

Across the five sites, the JFF team will assess at least 5,500 individuals for the training and enroll 1,800 participants in tech training. In total, 1,135 individuals will receive a credential and 1,035 underemployed and unemployed participants will obtain employment in a target occupation. Subrecipient will serve as the intermediary for the San Francisco Bay Area (USDOL Region 6) and will coordinate with local partners including the workforce development board (WDB), local partners such as community-based organizations (CBOs), and both local and national employers. Key outcomes for the Subrecipient during the four-year grant period include:

- Assessing at least 1,100 individuals
- Enrolling at least 360 participants in training activities
- Ensuring that at least 324 participants complete training activities
- Supporting at least 227 participants who complete training to receive a CompTIA or Google credential
- Placing at least 207 individuals who complete education and training in a relevant H-1B occupation.
- Training at least 30 incumbent workers to support their advancement to a new position.
- In addition, the Subrecipient will meet the following WIOA primary indicators of performance outlined below:
 - Employment rate: 2nd Quarter After Exit: 67.5%
 - Employment rate: 4th Quarter After Exit: 60%

Subrecipient– and all participating sites – will engage in an outreach and recruitment assessment with JFF to ensure that there is alignment in assessment parameters across the five sites.

Meeting Employer Needs

Subrecipient will implement the CompTIA A+ Certification and the Google Professional Certificates, which are delivered by Coursera (i.e., IT Support, Automation with Python, UX Design, Project Management, Python, Data Analytics, and Android Development), in a manner that is aligned with local employer demand. Subrecipient should determine which specific Google certificate(s) to offer based upon local employer demand and the specific needs of the participants served.

Work-based Learning (WBL)

At least one-quarter of Subrecipient’s participants will engage in WBL experience in order to build

additional knowledge of the sector and to demonstrate their ability to perform in a tech workplace. WBL includes paid internships, entry into Registered Apprenticeships, on-the-job training, or other high quality WBL based upon participant and local needs. Participants who are not yet employable, have no work experience, or who struggle to attain employment will be prioritized. Subrecipient will work with partners to identify these participants and collaborate with employers to identify demand and interest in these work experiences or opportunities.

Subrecipient in partnership with their subgrantees Dev/Mission and Mission Economic Development Agency (MEDA) will identify Learners and collaborate with employers to connect learners to Work-Based Learning opportunities, such as internships that will lead to potential conversion into apprenticeship, contract-to-hire, or otherwise permanent full-time roles.

Dev/Mission and MEDA will also disperse WBL stipends and maintain relevant records, capturing Learners' names, the amounts dispersed to each learner, dates dispersed, and learner signatures. Stipends will be dispersed on a basis set by the subrecipient. Subrecipient will also complete monthly audits of these records and provide relevant records to JFF on a monthly basis.

Addressing the Needs of Participants

Through RITEI, participants will earn industry-recognized credentials and wraparound supports to address their training and other needs. Each RITEI site will assess each participant's supportive service needs and make referrals to assist with access to technology, transportation, GED preparation, childcare, and other needs, via a case manager or other staff. The case manager or other staff will develop individualized plans to strengthen relevant skills, provide tutoring, or implement other interventions to support completion. A Career Skills coach or other staff will teach work readiness and provide support by identifying career goals, barriers, and employment opportunities. RITEI sites will also teach participants key employability skills to support entry into the sector and long-term advancement.

D. One Workforce Program Outputs

Proof of Concept

Subrecipient will support JFF's work to develop a proof of concept that can establish evidence for the broader workforce system and disseminate key information to support replication of the model beyond the five participating sites. To support this effort, JFF will draw on participant data from sites and that is collected via CompTIA's Cert Master Learn platform, qualitative insights gleaned from interviews and/or surveys with program participants, staff, and local employers. Subrecipient will help provide data for individuals who are recruited and assessed for this program, including demographic information, highest education, prior IT experiences, current employment. These data will help JFF to better understand key participant outcomes, the impact of variations in program design, and the elements of success for different target populations.

Subrecipient will provide feedback on JFF's data collection plan, lead and facilitate local data collection processes in the San Francisco Bay Area (USDOL Region 6) in collaboration with local partners. Subrecipient will assist JFF in recruiting staff and participants for interviews and fielding a participant survey and will help support the dissemination of findings from JFF's research to its networks through relevant channels, events, and other activities.

Sustainability Plan

The JFF team will develop a Sustainability Plan to help support the replication of the RITEI model. The JFF TA team will support Subrecipient in developing a regional sustainability plan by convening a sustainability planning team (SPT) in year 2 of the grant; offering TA and other supports (e.g., webinars, peer learning sessions) to help ensure that Subrecipient is well positioned to develop an effective sustainability plan; and developing a template to facilitate the development of a high-quality and actionable plan.

E. Technical Assistance

JFF, CompTIA, NAWB, and AFL-CIO WIA will serve as Subject Matter Experts and TA providers

on tech career pathways and on-ramps, leveraging local workforce boards, IT employer engagement, and other key topics. To support participating sites, the TA team will develop an online Community of Practice (CoP) to share and disseminate key project information, relevant resources and to support peer-to-peer engagement among sites.

F. Participant Records and Administration:

JFF will oversee data collection from Subrecipient, assure the privacy protection of personal data, review sub-grantee reports for accuracy and internal consistency, and prepare all required narrative and performance reports for DOL. Each sub-grantee will track primary indicators of performance including participant level data using their case management software – which include systems such as CRM Advise, Salesforce Exponent Case Management, and Workforce Central – in alignment with grant performance reporting requirements, collect and retain applications and participation records that provide demographic, educational, financial data, and work history aligned with the grant data fields including Social Security Numbers.

Subrecipient agrees to maintain records on individual enrollees, including contact and emergency contact information; demographic information (e.g., highest education, prior IT experience, current employment and wages, parental experience); veteran's status; education information and assessment results, including for individuals who are not deemed a good fit for the training. Participant records will include dates of service start and completion for each service received, case management records, outcome data including employer name and address, job title, wages, educational success, credentials received, 6- and 12-month retention and career/wage advancement data.

Subrecipient will work with JFF to maintain up-to-date and accurate participant information in the DOL participant reporting system so that participant data are completed by no later than 30 days following the end of each calendar quarter.

G. Monitoring Guidelines

JFF will conduct monitoring reviews with subrecipient no more frequently than annually. JFF will notify subrecipient in writing at least 30 days in advance of monitoring. The purpose of the review is to evaluate the management and administration of the subaward to determine whether the program is being administered in compliance with the subaward agreement and statement of work, as well as with applicable Federal regulations and requirements. The subrecipient may be required to provide backup documentation for expenses incurred to ensure all costs are reasonable, allowable and allocable. If an area of concern is found during review, JFF will work with the subrecipient to create an action plan to resolve the concern and may establish a more frequent review schedule.

H. Technical Assistance

Subrecipient will actively engage in technical assistance (TA) throughout the duration of the subgrant. This includes participation in monthly technical assistance calls with the TA coach, monthly full team meetings, webinars hosted by JFF, and other virtual or in-person events hosted by the JFF Team to support participating sites and partners (e.g., peer-to-peer learning calls). Subrecipient will provide JFF with feedback to inform the development of the online CoP for the RITEI partners and utilize the resources therein to support project implementation, when appropriate. The subrecipient will also share relevant resources with the JFF team so that they can be posted on the CoP and leveraged by other RITEI sites and partners. In addition, the subgrantee will provide JFF with feedback on the TA (e.g., via survey or verbally) at regular intervals so that JFF can best customize TA to Subrecipient's needs.

I. Project Management

The subgrantee will engage in regular project leadership meetings with the JFF team, which will be held at least quarterly for the duration of the grant.

J. Work Plan

*Note 1: Select activities and deliverables are included in the Work Plan below; in addition, the full, DOL- approved Work Plan is included as Attachment E in this agreement.

** Note 2: JFF is currently requesting a modification from the Department of Labor on the timeline for serving participants from Y1Q2 to Y1Q4. Upon DOL approval of this modified workplan, JFF will update the workplan for all subrecipients.

	Activity 1. Grant Management	Implementer(s)	Timeline
Project Start- Up	<ul style="list-style-type: none"> • Execute sub-agreements • Training on grant management system, policies, and procedures • Provide input on approach to proof of concept 	JFF & Subrecipient	Start: February 2021 End: June 2021
Reporting	Implement quarterly data and reporting processes <ul style="list-style-type: none"> • Attend webinars and trainings offered by JFF and/or DOL to support reporting processes • Submit timely narrative and data to JFF at least 15 days in advance of the DOL reporting deadline, in accordance with the dates highlighted in Attachment C 	JFF & Subrecipient	Start: First quarter following sub-grant execution End: September 2025
Project Management	Project Management, Coordination, and Technical Assistance: <ul style="list-style-type: none"> • Leadership Team bi- weekly meetings; • Quarterly data collection and reporting; • Regular monitoring reviews and/or visits, as determined by Sub-recipient risk level • Peer learning convening(s) Promote RITEI to employers, workforce system, and other stakeholders. <ul style="list-style-type: none"> • Conduct 20 meetings and presentations to state labor federations, regional industrial union councils, local union affiliates, chambers of commerce, state and local workforce boards, community colleges, economic development agencies to support regional partnerships, work-based learning opportunities, and placements • Conduct regional Industry Needs Assessments 	JFF & Subrecipient	Start: Upon grant execution – ongoing through September 2025 Ongoing

<p>Implementation</p>	<p>Implement RITEI Training</p> <ul style="list-style-type: none"> • Develop strategies to recruit in distressed communities, including at least one Opportunity Zone in the region. • Ensure that target populations have the ability to participate. Develop and strengthen relationships with community organizations focused on serving represented groups for recruitment and hands-on supports. • Trainees enrolled/deliver RITEI training, starting in Y1Q2 • Ensure that all participant records are submitted in a manner that is complete and timely starting in Y1Q2. • Implement innovative training models to meet the needs of target populations so that completion matches that of in-person and synchronous training models, starting Y1Q2 through Y2Q4 • Implement place-based wraparound supports to participants. Locally deliver place-based wraparound services to participants. 	<p>Subrecipient</p>	<p>From 2021 (Y1 Q2) through September 2025 (Y4 Q4)</p>
<p>Leveraged Resources</p>	<p>Leveraged Resources</p> <ul style="list-style-type: none"> • Conduct outreach to workforce agencies, community-based organizations, philanthropic funders, and other potential partners to provide leveraged supportive services and related resources. • \$900,000 Leveraged resources to secured for supportive services and/or training by Subrecipient • See Attachment C (and TechSF_RITEI_Site_Budget_Draft_5_27_21) for additional detail on the Leveraged Resource Requirements 	<p>Subrecipient</p>	<p>From 2021 (Q2) through 2024 (Q2)</p>
<p>Additional Deliverables</p>			

<i>Deliverable #1</i>	<ul style="list-style-type: none"> Implementation and Work-based Learning Plan – develop and submit a plan that outlines approach to RITEI implementation using JFF-provided template. Update plan to incorporate feedback from JFF team, including TA coach. 	Subrecipient	2021 (Q2-3)
<i>Deliverable #2</i>	Mentored Learning and Coursera trainings are integrated into local partner training offerings	Subrecipient	From 2021 (Q2) through 2025
<i>Deliverable #3</i>	Engage in sustainability planning for the RITEI Initiative <ul style="list-style-type: none"> Submit implementation plan to JFF, using the template developed by the JFF Team 	Subrecipient	Plan due in Y3 of grant
<i>Deliverable #4</i>	Report on the value of RITEI to regional employers	Subrecipient	2024 (Q3-4)

F. Outcomes

The project outlined above is expected to result in the following outcomes, as identified in the chart below. The Subrecipient should plan to achieve one-fifth of the annual outcomes identified below for the overall initiative and to achieve the total outcomes listed in the chart. JFF will work with each participating site to ensure that their planned implementation of RITEI will support achievement of the target initiative-wide outcomes.

Measure	Annual Minimum Project Outcomes	Total Outcome (Subrecipient)
Total participants served (cumulative, 4-year total)	Year 1: 100 Year 2: 500 Year 3: 800 Year 4: 400 Total: 1,800	360
Total participants enrolled in education/training (cumulative, 4-year total)	Year 1: 100 Year 2: 500 Year 3: 800 Year 4: 400 Total: 1,800	360
Total participants who complete education/training activities (cumulative, 4-year total)	Year 1: 0 Year 2: 200 Year 3: 600 Year 4: 820 Total: 1,620	324
Total participants who complete education/training activities and receive a degree or other type of credential	Year 1: 0 Year 2: 140 Year 3: 420 Year 4: 575 Total: 1,135	227
Total number of unemployed and underemployed participants who complete education/training activities and obtain employment	Year 1: 0 Year 2: 125 Year 3: 385 Year 4: 525 Total: 1,035	207

Total number of incumbent worker participants who complete training and advance into a new position	Year 1: 0 Year 2: 0 Year 3: 25 Year 4: 125 Total: 150	30
WIOA Indicators of Performance		
Employment Rate – 2 nd Quarter after Exit		67.5%
Employment Rate – 4 th Quarter after Exit		60.00%
Amount of Leveraged Resources		
Successfully leverage \$XX for supportive services – by Y4Q2		\$900,000

Attachment B.5 –Detailed Budget**Office of Economic and Workforce Development****Rapid IT Employment Initiative (RITEI)****Period of Performance: June 25, 2021 to September 30, 2025**

Budget Line Item	Amount
Personnel Costs	\$336,029
Fringe Costs	\$115,106
Consultants	\$142,865
Travel	\$20,000
Meetings	\$0
Production	\$0
Supplies	\$0
Other	\$65,000
TOTAL	\$679,000

Notes/Additional Items:

Jobs for the Future (grantor) requests that TechSF (grantee) retains a budget line item for travel to meet the deliverables of the grant, as well as to fulfill the required professional development opportunities necessary to sustain the RITEI programming post-grant period of performance. Potential travel opportunities for TechSF via the RITEI grant may include, but are not limited to – presenting with Jobs for the Future at the annual National Association of Workforce Boards' Forum conference, local travel costs when Jobs for the Future and other RITEI partners come to San Francisco for site visits, other opportunities for TechSF staff to present the RITEI initiative or to receive training in best practices that assist in TechSF meeting RITEI deliverables.