

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF CHILDREN, YOUTH AND THEIR FAMILIES**

SECOND AMENDMENT TO GRANT AGREEMENT

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

JAPANESE COMMUNITY YOUTH COUNCIL

SECOND AMENDMENT

This AMENDMENT of the, April 27, 2018 Grant Agreement (the "Agreement") is dated as of May 17, 2023 and is made in the City and County of San Francisco, State of California, by and between JAPANESE COMMUNITY YOUTH COUNCIL ("Grantee") and the City and County of San Francisco, a municipal corporation ("City") acting by and through DEPARTMENT OF CHILDREN, YOUTH AND THEIR FAMILIES ("Department").

RECITALS

WHEREAS, City and Grantee have entered into the Agreement for a San Francisco YouthWorks grant;

WHEREAS, the Agreement was competitively procured as required through DCYF's RFP and RFQ issued on August 18, 2017 and this modification is consistent therewith;

WHEREAS, the original Agreement had a grant amount of \$9,350,000 and a term from July 1, 2018 to June 30, 2023;

WHEREAS, the Agreement was modified by the First Amendment dated May 23, 2023, increasing the grant amount by \$2,650,000 to \$12,000,000;

WHEREAS, the First Amendment dated May 23, 2022 was approved by the City's Board of Supervisors by Resolution Number 208-22 (File No. 220060) on May 17, 2022;

WHEREAS, the City's Board of Supervisors approved this Agreement by [INSERT RESOLUTION NUMBER] on [INSERT DATE OF COMMISSION OR BOARD ACTION];

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);

WHEREAS, City wishes to amend the Agreement again to increase the grant amount by \$1,395,345 to \$13,395,345 with no additional extension of the grant term; and

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

NOW, THEREFORE, 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.
2. **Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

(a) **Article 5 Use and Disbursement of Grant Funds**

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Twelve Million Dollars and No Cents (\$12,000,000)** for the periods as specified in Section 3.2, plus any contingent amount authorized by City and certified as available by the Controller.

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix A, and is not available to Grantee without a revision to the Program Budgets of Appendix A specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

Such section is hereby deleted and replaced in its entirety to read as follows (new text in bold)

The amount of the Grant Funds disbursed hereunder shall not exceed **Thirteen Million Nineteen Thousand Four Hundred Eighty-One Dollars and No Cents (\$13,019,481)** for the periods as specified in Section 3.2, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Three Hundred Seventy-Five Thousand Eight Hundred Sixty-Four Dollars and No Cents (\$375,864) for the periods specified in Section 3.2, may be available, in the City’s sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Thirteen Million Three Hundred Ninety-Five Thousand Three Hundred Forty-Five Dollars and No Cents (\$13,395,345) for the periods specified in Section 3.2.

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B, and is not available to Grantee without a revision to the Program Budgets of Appendix B specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

(b) **Appendix B**

Appendix B - Work Plan is hereby amended and replaces the previous version used prior to May 3, 2023. See attached revised Appendix B – Work Plan.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. 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.

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
DEPARTMENT OF CHILDREN, YOUTH
AND THEIR FAMILIES

By: _____
MARIA SU
DIRECTOR

Approved as to Form:

David Chiu
City Attorney

By: _____
Valerie Lopez
Deputy City Attorney

GRANTEE:
JAPANESE COMMUNITY YOUTH
COUNCIL
PROGRAM: SAN FRANCISCO
YOUTHWORKS

By: _____

Print Name: Jon Osaki

Title: Executive Director

Federal Tax ID #: 23-7092514

City Vendor Number:0000003238

Appendix B - Definition of Grant Plan

Estimated 2023/24 Scope of Work

AGENCY DETAILS

Japanese Community Youth Council

Street Address	City	State	Zip Code
2012 Pine Street	San Francisco	CA	94115
Phone	Will your agency use a fiscal agent?	Will your agency use other city funds?	
(415)202-7900	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Year Founded	Tax ID #	City Vendor #	Agency ID
1970	23-7092514	90920	31924

Agency Website

www.jcyc.org

Mission statement

JCYC's mission is to cultivate and enrich the lives of children and youth from diverse, multi-cultural communities throughout San Francisco and beyond.

FINANCIAL

Current Fiscal Year Agency Budget	# of Full and Part Time Staff	# of Volunteers
16507791.00	79	16

FTEs

Program	Development/ Fundraising	Admin/Finance
52.82	1.00	9.23

Total FTEs 63.05

KEY AGENCY STAFF

Executive Director

First Name	Last Name	Email Address	Phone Number
Jon	Osaki	josaki@jcyc.org	(415)202-7909

Chief Financial Officer/ Financial Director

First Name	Last Name	Email Address	Phone Number
Jean	Ijichi	jjjichi@jcyc.org	(415) 202-7947

Chief Development Officer

First Name	Last Name	Email Address	Phone Number
Julie	Matsueda	jmatsueda@jcyc.org	(415) 202-7908

Director of Programs

First Name	Last Name	Email Address	Phone Number
Julie	Matsueda	jmatsueda@jcy.org	(415) 202-7908

CHAIR OF BOARD DIRECTORS

First Name	Last Name	Email Address	Phone Number
Angus	MacDonald	angus@jcy.org	(415) 385-9513

OTHER CITY FUNDS

Department	Other (specify)	
Other (specify)	DCYF	
Amount	Contract End Date	Purpose
186404.00	06/30/2022	Japantown Youth Leaders

Department	Other (specify)	
Other (specify)	DCYF	
Amount	Contract End Date	Purpose
214630.00	06/30/2022	SF STEM Academy

Department	Other (specify)	
Other (specify)	DCYF	
Amount	Contract End Date	Purpose
1968458.00	06/30/2022	San Francisco YouthWorks

Department	Other (specify)	
Other (specify)	DCYF	
Amount	Contract End Date	Purpose
6350863.00	06/30/2022	Mayor's Youth Employment and Education Program

Department	Other (specify)	
Department of Public Health (DPH)		
Amount	Contract End Date	Purpose
629748.00	06/30/2022	Prevention Services

Department	Other (specify)
Other (specify)	PUC
Amount	Contract End Date
381237.00	06/30/2022
Amount	Purpose
	Summer Internship

Department	Other (specify)
Other (specify)	OECE
Amount	Contract End Date
478594.00	06/30/2022
Amount	Purpose
	Preschool for All

Department	Other (specify)
Other (specify)	DCYF
Amount	Contract End Date
960684.00	06/30/2022
Amount	Purpose
	Opportunities for All Intermediary

CONTACT & PROGRAM INFO

PROGRAM INFORMATION

Program Website

<https://www.jcycworkhub.org/programs/youthworks>

Program Description

San Francisco YouthWorks is a citywide high school internship program that teaches 11th and 12th grade youth with barriers to employment crucial job skills while sparking their interest in public service careers. Youth intern during the summer or school-year session, working up to 10 hours per week during the school year or 20 hours per week in the summer. In addition to the skills and work experience youth develop at worksites, participants are given the opportunity to plan and prepare for their future through bi-weekly

workshops and exploration activities. Workshop topics include job readiness, job search, post-secondary education, financial capacity building, and community.

DCYF Youth Survey for participants in grades 6 and up: <https://www.surveymonkey.com/r/D6686K2>

PRIMARY PROGRAM CONTACT PERSON

First Name	Last Name	Email Address	Phone Number
Nicole	Rodriguez	nrodriguez@jcyc.org	4152027904

CONTACT PERSON: DCYF TRAININGS

First Name	Last Name	Email Address	Phone Number
Nicole	Rodriguez	nrodriguez@jcyc.org	4152027904

CONTACT PERSON: COMMUNICATIONS

First Name	Last Name	Email Address	Phone Number
Nicole	Rodriguez	nrodriguez@jcyc.org	4152027904

SERVICES AND PROJECTIONS

PROGRAM OPERATION DATES

Program Start Date	Program End Date
06/01/2023	06/30/2024

What months out of the year will you provide services?

July October January April

- August November February May
- September December March June

Enter the total number of weeks in a year that your program will operate. (1-52)

48

Please select days in a typical week that your program will provide services.

- Sunday Wednesday
- Monday Thursday
- Tuesday Friday Saturday

TARGET POPULATION

Select the population(s) that your program has the expertise and mission to serve.

- African American
- Asian
- Hispanic/Latinx
- Pacific Islander
- Low-Income
- Disconnected Transitional Age Youth
- English Learner
- Foster Youth
- LGBTQQ
- Special Needs
- Teen Parent
- Under-housed
- Undocumented
- Children of Incarcerated Parents
- Academic Underperformance or Disconnect from School
- Exposure to Violence, Abuse or Trauma
- Justice System Involvement
- Mild to Severe Mental and Behavioral Health Challenges
- Elementary School
- Middle School
- High School
- Other

PROGRAM PROJECTIONS BY AGE

	5 - 10	11 - 13	14 - 17	18 - 24
Unduplicated number of program participants to be served during the year	0	0	384	25

Total Unduplicated Participants	409
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SUMMER PROGRAMMING

Does your program provide summer-specific programming?

- Yes No

Please describe your summer-specific programming here. In addition to service descriptions, please indicate the months your summer-specific programming takes place; days and hours of operation; and the number of youth the program can serve in a single day.

San Francisco YouthWorks is a citywide high school internship program that teaches 11th and 12th grade youth with barriers to employment crucial job skills while sparking their interest in public service careers. Youth intern during the summer, working up to 20 hours per week. In addition to the skills and work experience youth develop at worksites, participants are given the opportunity to plan and prepare for their future through workshops. Workshop topics include job readiness, job search, and financial capacity building.

Enter the total number of hours that signify full Summer program participation for one participant in your program.

128

Show the calculation you used to arrive at the number of hours entered above.

$(20 \text{ hours per week} \times 7 \text{ weeks}) + (10 \text{ hours} \times 1 \text{ training week}) \times .85 = 127.5 \text{ hours}$

PROGRAM COMPLETION

Enter the total number of hours in a year that signify full participation for one participant in your program.

238

Show the calculation you used to arrive at the number of hours entered above.

$(28 \text{ weeks} \times 10 \text{ hours per week}) \times .85 = 238$

VIRTUAL/REMOTE PROGRAMMING

Will your program provide virtual/remote services?

Yes No

Please schedule a meeting with your Program Specialist to discuss your proposed virtual/remote programming.

SERVICE SITES

Program Site Name

Japanese Community Youth Council

Program Site Location

Non-profit's owned space (not faith-based)

Phone Number

4152027909

Street Address

2012 Pine St. San Francisco, CA

ZIP Code

94115

Program Site Name

JCYC Virtual

Program Site Location

Virtual/Remote - COVID19

PROJECTED ACTIVITIES

GROUP ACTIVITIES

Name	Activity Category
Cohort Model Workshops	<input type="checkbox"/> Barrier Removal <input type="checkbox"/> Family Supports <input type="checkbox"/> Food and Other Basic Needs Distribution <input type="checkbox"/> Learning Supports <input type="checkbox"/> Referrals/Connections to Services <input type="checkbox"/> Wellness and Mental Health Supports <input type="checkbox"/> Comprehensive Afterschool <input type="checkbox"/> School Day <input type="checkbox"/> Comprehensive Summer <input type="checkbox"/> Mentorship <input type="radio"/> Enrichment/Skill Building <input type="checkbox"/> Enrichment/Skill Building - Partner Agency <input type="checkbox"/> ExCEL - Transfer Activity to EMS <input type="radio"/> Participant Financial Incentives <input type="checkbox"/> Other

Activity Description

All interns, school year and summer, will engage in job readiness workshops facilitated by their employment coordinators. Interns attend these workshops in addition to their worksite placement hours.

Are you providing this activity/service in response to the COVID-19 pandemic?

Yes No

INDIVIDUAL ACTIVITIES

Name	Activity Category
Individual Project and Worksite Learning	<input type="checkbox"/> Barrier Removal <input type="checkbox"/> Family Supports <input type="checkbox"/> Food and Other Basic Needs Distribution <input type="checkbox"/> Learning Supports <input type="checkbox"/> Referrals/Connections to Services <input type="checkbox"/> Wellness and Mental Health Supports <input type="checkbox"/> Comprehensive Afterschool <input type="checkbox"/> School Day <input type="checkbox"/> Comprehensive Summer <input type="checkbox"/> Mentorship <input type="radio"/> Enrichment/Skill Building

- Enrichment/Skill Building - Partner Agency
- ExCEL - Transfer Activity to EMS
- Participant Financial Incentives
- Other

Activity Description

All interns will learn independently at their worksites with the support of their mentor. Additionally, each intern will complete a final project.

Are you providing this activity/service in response to the COVID-19 pandemic?

- Yes No

Name

Activity Category

Individual Youth Leaders with Employment Coordinator

- Barrier Removal
- Family Supports
- Food and Other Basic Needs Distribution
- Learning Supports
- Referrals/Connections to Services
- Wellness and Mental Health Supports
- Comprehensive Afterschool
- School Day
- Comprehensive Summer
- Mentorship
- Enrichment/Skill Building
- Enrichment/Skill Building - Partner Agency
- ExCEL - Transfer Activity to EMS
- Participant Financial Incentives
- Other

Activity Description

Each YLT is paired with an Employment Coordinator to develop curriculum and work on their individual goals with the support of their EC.

Are you providing this activity/service in response to the COVID-19 pandemic?

- Yes No

JOB PLACEMENTS

Name	Type	Projected # of Placements
SFYW Worksite Placement	Work Experience	487

Activity Description

155 school year interns and 250 summer interns will be on-boarded to participate in in-person job readiness and skill development.

Name	Type	Projected # of Placements
Youth Leadership Team	Work Experience	5

Activity Description

The Youth Leadership Team will be working with their assigned Employment Coordinator to develop curriculum and their leadership skills during the school year.

Name	Type	Projected # of Placements
Virtual Placements	Work Experience	180

Activity Description

About 60 school year interns and 100 summer interns will be on-boarded to participate in job exploration and skills development via workshops with their employment coordinators.

**Japanese Community Youth Council (JCYC)-San Francisco
YouthWorks Contract No. 1000009983
Resolution No.**

**Estimated FY 23-24 Budget
Summary**

Item	<i>Line Item Total</i>	<i>Category Total</i>	<i>% of total</i>
Adult Staff			
Executive Leadership-Workforce Director	\$ 16,559.12		1.6%
Program Manager-Associate Director	\$ 33,774.78		3.3%
Direct Service Provider-Senior Employment Coordinator	\$ 25,102.90		2.5%
Direct Service Provider-Employment Coordinator	\$ 23,055.27		2.3%
Direct Service Provider-Employment Coordinator	\$ 23,507.33		2.3%
Direct Service Provider-Employment Coordinator	\$ 21,216.38		2.1%
Direct Service Provider-Employment Coordinator	\$ 20,698.90		2.0%
Direct Service Provider-Temporary Employment Coordinator	\$ 11,723.86		1.1%
Support Staff-Office Administrator	\$ 7,451.61		0.7%
Support Staff-Data Manager	\$ 1,241.93		0.1%
Support Staff-Payroll Assistant	\$ 4,139.78		0.4%
Support Staff-Communications Manager	\$ 2,583.22		0.3%
Support Staff-Engagement Assistant	\$ 3,852.45		0.4%
Support Staff-Engagement Coordinator	\$ 3,283.26		0.3%
Support Staff-Senior Program Assistant	\$ 827.96		0.1%
Support Staff-Administrative Assistant	\$ 6,780.96		0.7%
Support Staff-Summer Program Assistant	\$ 2,483.87		0.2%
Support Staff-Summer Program Assistant	\$ 827.96		0.1%
Support Staff-Summer Program Assistant	\$ 4,694.51		0.5%
Adult Staff Total		\$ 213,806.04	21.0%
Youth Staff			
YLT	\$ 13,799.71		1.4%
School Year Intern	\$ 216,615.18		21.2%

Summer Intern	\$	141,722.08		13.9%
Summer Intern	\$	118,563.32		11.6%
Youth Staff Total			\$ 490,700.28	48.1%

Fringe Benefits

FICA	\$	53,894.73		5.3%
Workers' Compensation	\$	3,522.54		0.3%
SUI	\$	672.10		0.1%
Health Benefits	\$	40,136.83		3.9%
Retirement Benefits	\$	11,594.88		1.1%
Fringe Benefits Total			\$ 109,821.07	10.8%

Materials & Supplies

Office Supplies	\$	9,935.47		1.0%
Program Supplies	\$	9,935.47		1.0%
Postage Supplies	\$	811.40		0.1%
Printing Supplies	\$	2,483.87		0.2%
Materials & Supplies Total			\$ 23,166.21	2.3%

Other Program Expense

Occupancy	\$	15,901.73		1.6%
Communications	\$	4,139.78		0.4%
Maintenance	\$	1,490.32		0.1%
Equipment	\$	10,676.66		1.0%
Human Resource Expense	\$	827.96		0.1%
Special Events	\$	4,222.58		0.4%
Food	\$	2,069.89		0.2%
Transportation	\$	1,490.32		0.1%
Banking/ADP Fees	\$	248.39		0.0%
Professional Development	\$	3,311.82		0.3%
IT Support	\$	632.20		0.1%
Field Trips	\$	2,069.89		0.2%
Participant Incentives	\$	12,419.34		1.2%
Workshop Space Rental	\$	6,209.67		0.6%
ADP Professional Services	\$	4,131.29		0.4%
Other Program Expense Total			\$ 69,841.84	6.9%

Administrative

Personnel-Executive Staff	\$	38,663.80		3.8%
Personnel-Fiscal Staff	\$	13,027.26		1.3%
Personnel-Other Non Program Staff	\$	12,736.71		1.2%
Fringe Non Program Staff	\$	19,227.81		1.9%
Occupancy	\$	5,890.83		0.6%
Insurance	\$	2,183.04		0.2%
Contractors	\$	8,963.13		0.9%
Audit	\$	2,390.72		0.2%

Professional Development	\$	2,961.47		0.3%
Other Office Expense and Fees	\$	6,100.78		0.6%
Administrative Total			\$ 112,145.56	11.0%
Budget Total:			\$ 1,019,481.00	100.0%