

File No. 240304

Committee Item No. 1

Board Item No. 04

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date May 15, 2024

Board of Supervisors Meeting Date May 21, 2024

Cmte Board

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

OTHER (Use back side if additional space is needed)

- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>CON Approval 2/6/2024</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Statement on Retroactivity 5/13/2024</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Brent Jalipa Date May 9, 2024

Completed by: Brent Jalipa Date May 16, 2024

1 [Accept and Expend Grant - Retroactive - State of California, Employment Development
2 Department - WIOA Program - \$5,655,557]

3 **Resolution retroactively authorizing the Office of Economic and Workforce**
4 **Development to accept and expend a grant increase in the amount of \$1,404,844 for a**
5 **total amount of \$5,655,557 from the California Employment Development Department, a**
6 **recipient of the grant award from the United States Department of Labor for the**
7 **Workforce Innovation and Opportunity Act (WIOA) Program, during the grant period of**
8 **April 1, 2022, through June 30, 2024.**

9

10 WHEREAS, The Administrative Code requires City departments to obtain Board of
11 Supervisors' approval to accept or expend any grant funds (Section 10.170 et seq.); and

12 WHEREAS, The Board of Supervisors provided in Section 11.1 of the administrative
13 provisions of the FY2022-2023 Annual Appropriation Ordinance (Ordinance No. 161-22) that
14 approval of recurring grant funds contained in departmental budget submissions and
15 approved in the FY2022-2023 budget are deemed to meet the requirements of the
16 Administrative Code regarding grant approvals; and

17 WHEREAS, The United States Department of Labor authorizes formula Workforce
18 Innovation and Opportunity Act (WIOA) Program grants to support employment, training,
19 placement, and layoff aversion services for unemployment and underemployed adults,
20 workers that have been displaced from the workforce, workers that are experiencing layoffs,
21 and youth and young adults; and

22 WHEREAS, The California Employment Development Department is a pass-through
23 entity for the United States Department of Labor; and

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1 WHEREAS, The Office of Economic and Workforce Development received an
2 additional \$1,404,844 in formula funds to support the WIOA Program at the discretion of the
3 Department of Labor and the California Employment Development Department; and

4 WHEREAS, The California Employment Development Department modified the total
5 WIOA Program award to the Office of Economic and Workforce Development to \$5,655,557
6 to support unemployment and underemployed adults, workers that have been displaced from
7 the workforce, workers that are experiencing layoffs, and youth and young adults; and

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

9 WHEREAS, The grant budget includes provision for indirect costs of \$565,555.70; now,
10 therefore, be it

11 RESOLVED, That the California Employment Development Department may fund the
12 Office of Economic and Workforce Development; and, be it

13 RESOLVED, That the Office of Economic and Workforce Development is responsible
14 for the oversight of WIOA funding for the City and County of San Francisco; and, be it

15 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the Office of
16 Economic and Workforce Development to accept and expend, on behalf of the City and
17 County of San Francisco, a grant from the California Employment Development Department
18 for the WIOA Program in the amount of \$5,655,557; and, be it

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

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1 Recommended:

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4 _____ /s/

5 Sarah Dennis Phillips, Director

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8 Approved:

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11 _____ /s/

12 London N. Breed, Mayor

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_____ /s/

Ben Rosenfield, Controller

File Number: 240304
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

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

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

1. Grant Title: Workforce Innovation and Opportunity Act (WIOA) Program
2. Department: Office of Economic and Workforce Development
3. Contact Person: Alesandra Lozano Telephone/Email: alesandra.lozano@sfgov.org
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$5,655,557.00
6. a. Matching Funds Required: 0
b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: Department of Labor
b. Grant Pass-Through Agency (if applicable): California Employment Development Department
8. Proposed Grant Project Summary:
The WIOA Program provides federal formula funds for employment, training, placement, and layoff aversion services for unemployment and underemployed adults, workers that have been displaced from the workforce, workers that are experiencing layoffs, and youth and young adults.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 04/01/2022 End-Date: 06/30/2024
10. a. Amount budgeted for contractual services: \$2,684,754.34
b. Will contractual services be put out to bid? Yes
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A
d. Is this likely to be a one-time or ongoing request for contracting out? Ongoing
11. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? \$565,555.70
b. 2. How was the amount calculated? 10% of total grant award
c. 1. If no, why are indirect costs not included?
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):
c. 2. If no indirect costs are included, what would have been the indirect costs?
12. Any other significant grant requirements or comments: N/A

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

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

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

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

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

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

Comments:

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

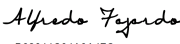
Alfredo Fajardo

(Name)

Workforce Programs Compliance Officer

(Title)

Date Reviewed: 2/13/2024 | 1:02 PM PST

DocuSigned by:

 B62644C04A0A47C...

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Sarah Dennis Phillips

(Name)

Director, Office of Economic and Workforce Development

(Title)

Date Reviewed: 2/16/2024 | 4:44 PM PST

DocuSigned by:

 CFD077DCF0E2478...

(Signature Required)



Gavin Newsom, Governor
California Labor and Workforce Development Agency



August 31, 2023

Ms. Sarah Dennis-Phillips, Executive Director, OEWD
Office of Economic and Workforce Development
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

Dear Ms. Dennis-Phillips:

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SUBGRANT AGREEMENT AA311035

Enclosed is a copy of modification number four of your WIOA Subgrant Agreement. The purpose of this modification is to extend the term end date from June 30, 2023, to September 30, 2023, for the Rapid Response Layoff Aversion project in grant code 293, and the Rapid Response by Formula project in grant code 541.

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

Sincerely,

/s/Maria McNamara
Manager
Financial Management Unit

cc: London N. Breed, Mayor
Teri Brimacomb, Regional Advisor

WIOA SUBGRANT AGREEMENT

Office of Economic and Workforce Development

SUBGRANT NO: AA311035
 MODIFICATION NO: 4
 SUBRECIPIENT CODE: SFO
 UNIQUE ENTITY NO:
 INDIRECT COST RATE:

PASS-THROUGH ENTITY:
 State of California
 Employment Development Dept.
 Central Office Workforce
 Services Division
 P.O.Box 826880, MIC 69
 Sacramento, CA 94280-0001

SUBRECIPIENT: Office of Economic and
 Workforce Development
 1 SOUTH VAN NESS AVENUE
 5TH FLOOR
 GOVERNMENTAL SAN FRANCISCO, CA 94103
 ENTITY:
 Yes

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Pass-through Entity, and the **Office of Economic and Workforce Development**, hereinafter the Subrecipient. The Subrecipient agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved Workforce Innovation and Opportunity Act (WIOA) Local Plan for the above named Pass-through Entity filed with the Pass-through Entity pursuant to the WIOA. This modification consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

- Funding Detail Chart
- Rapid Response Layoff Aversion
- Rapid Response by Formula

ALLOCATION(s) The Pass-through Entity agrees to reimburse the Subrecipient not to exceed the amount listed hereinafter 'TOTAL'	PRIOR AMOUNT INCREASE/DECREASE: TOTAL:	\$5,655,557.00 \$0.00 \$5,655,557.00
TERM OF AGREEMENT From:4/1/2022 To: 6/30/2024	Terms of Exhibits are as designated on each exhibit	
PURPOSE: The purpose of this modification is to extend the term end date from June 30, 2023, to September 30, 2023, for Rapid Response by Formula grant code 541 and Rapid Response Layoff Aversion grant code 293.		
APPROVED FOR PASS-THROUGH ENTITY(EDD) (By Signature) <i>Maria McNamara for</i>	APPROVED FOR SUBRECIPIENT (By Signature) Unilateral modification. Subrecipient Signature not required	
Name and Title KIMBERLEE MEYER CHIEF CENTRAL OFFICE WORKFORCE SERVICES DIVISION	Name and Title	
I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein	This agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance	
Signature of EDD Accounting Officer		

Budget item: 7100 Fund: 0869 Budgetary Attachment: No
 Chapter: Statute: 2022 FY: 22/23

SUBGRANT AGREEMENT
FUNDING DETAIL SHEET

SUBGRANT NO:AA311035
MODIFICATION NO:4

Office of Economic and Workforce
Development

I. Allocation

Funding Source	Prior Amount	Increase	Decrease	Adjusted Allocation
WIA/WIOA 25% - Dislocated Worker Rapid Response				
96213 292 Rapid Response Layoff Aversion 07/01/2022 to 06/30/2023 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$24,040.00	\$0.00	\$0.00	\$24,040.00
98423 293 Rapid Response Layoff Aversion 10/01/2022 to 09/30/2023 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$95,505.00	\$0.00	\$0.00	\$95,505.00
96213 540 Rapid Response by Formula 07/01/2022 to 06/30/2023 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$81,715.00	\$0.00	\$0.00	\$81,715.00
98423 541 Rapid Response by Formula 10/01/2022 to 09/30/2023 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$324,637.00	\$0.00	\$0.00	\$324,637.00
Total WIA/WIOA 25% - Dislocated Worker Rapid Response	\$525,897.00	\$0.00	\$0.00	\$525,897.00
WIA/WIOA Formula				
96153 201 Adult Formula RD 1 07/01/2022 to 06/30/2024 Prog/Element 61/90 Ref 101 Fed Catlg 17.258	\$293,664.00	\$0.00	\$0.00	\$293,664.00
98283 202 Adult Formula Rd 2 10/01/2022 to 06/30/2024 Prog/Element 61/90 Ref 101 Fed Catlg 17.258	\$1,312,335.00	\$0.00	\$0.00	\$1,312,335.00
96103 301 Youth Formula Rd 1 04/01/2022 to 06/30/2024 Prog/Element 61/90 Ref 101 Fed Catlg 17.259	\$1,496,438.00	\$0.00	\$0.00	\$1,496,438.00
96203 501 Dislocated Worker Rd 1 07/01/2022 to 06/30/2024 Prog/Element 61/90 Ref 101 Fed Catlg 17.278	\$405,839.00	\$0.00	\$0.00	\$405,839.00
98213 502 Dislocated Worker Rd 2 10/01/2022 to 06/30/2024 Prog/Element 61/90 Ref 101 Fed Catlg 17.278	\$1,621,384.00	\$0.00	\$0.00	\$1,621,384.00
Total WIA/WIOA Formula	\$5,129,660.00	\$0.00	\$0.00	\$5,129,660.00
Grand Total:	\$5,655,557.00	\$0.00	\$0.00	\$5,655,557.00

NARRATIVE

SUBGRANT NO:AA311035
MODIFICATION NO: 4

SUBRECIPIENT:Office of Economic and Workforce Development
FAIN NO: AA-38518-22-55-A-6
FEDERAL AWARD DATE:
FUNDING SOURCE: Rapid Response Layoff Aversion - 293

TERM OF THESE FUNDS: 10/01/2022 - 09/30/2023

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

PROGRAM NARRATIVE

The purpose of this modification is to extend the term end date from June 30, 2023, to September 30, 2023, for Rapid Response Layoff Aversion grant code 293.

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

WIOA (2015)

NARRATIVE

SUBGRANT NO:AA311035
MODIFICATION NO: 4

SUBRECIPIENT:Office of Economic and Workforce Development
FAIN NO: AA-38518-22-55-A-6
FEDERAL AWARD DATE:
FUNDING SOURCE: Rapid Response by Formula - 541

TERM OF THESE FUNDS: 10/01/2022 - 09/30/2023

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

PROGRAM NARRATIVE

The purpose of this modification is to extend the term end date from June 30, 2023, to September 30, 2023, for Rapid Response by Formula grant code 541.

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

WIOA (2015)

WIOA Subgrant AA311035, Modification 4 Budget

WIOA Program	Federal CFDA #	Project Code	Account Lvl 5 Code	Account Lvl 3 Desc	FY2022-23 Budget	Revised Budget	Budget Change
Adult	17.258	10039121	5010	Salaries	\$325,831.43	\$325,831.43	\$0.00
Adult	17.258	10039121	5130	Mandatory Fringe Benefits	\$125,964.60	\$125,964.60	\$0.00
Adult	17.258	10039121	5200	Overhead and Allocations	\$115,447.91	\$160,599.90	\$45,151.99
Adult	17.258	10039121	5380	City Grant Program	\$586,143.31	\$992,509.32	\$406,366.01
Adult	17.258	10039121	5400	Materials & Supplies	\$1,093.75	\$1,093.75	\$0.00
Adult Total					\$1,154,481.00	\$1,605,999.00	\$451,518.00
Dislocated Worker	17.278	10039123	5010	Salaries	\$549,117.00	\$549,117.00	\$0.00
Dislocated Worker	17.278	10039123	5130	Mandatory Fringe Benefits	\$224,887.00	\$224,887.00	\$0.00
Dislocated Worker	17.278	10039123	5200	Overhead and Allocations	\$159,993.00	\$202,722.30	\$42,729.30
Dislocated Worker	17.278	10039123	5380	City Grant Program	\$665,938.00	\$1,050,496.70	\$384,558.70
Dislocated Worker Total					\$1,599,935.00	\$2,027,223.00	\$427,288.00
Rapid Response	17.278	10039124	5010	Salaries	\$151,252.06	\$151,252.06	\$0.00
Rapid Response	17.278	10039124	5130	Mandatory Fringe Benefits	\$41,674.02	\$41,674.02	\$0.00
Rapid Response	17.278	10039124	5060	Programmatic Projects	\$215,039.00	\$280,381.22	\$65,342.22
Rapid Response	17.278	10039124	5200	Overhead and Allocations	\$45,328.92	\$52,589.70	\$7,260.78
Rapid Response Total					\$453,294.00	\$525,897.00	\$72,603.00
Youth	17.259	10039122	5010	Salaries	\$511,499.76	\$511,499.76	\$0.00
Youth	17.259	10039122	5130	Mandatory Fringe Benefits	\$193,546.12	\$193,546.12	\$0.00
Youth	17.259	10039122	5200	Overhead and Allocations	\$104,300.05	\$149,643.80	\$45,343.75
Youth	17.259	10039122	5380	City Grant Program	\$233,657.07	\$641,748.32	\$408,091.25
Youth Total					\$1,043,003.00	\$1,496,438.00	\$453,435.00
Grand Total					\$4,250,713.00	\$5,655,557.00	\$1,404,844.00

KK 0000489208 AA311035 Mod
& 0000489226 4

Summary of All Programs by Account

Account Lvl 5 Code	Account Lvl 3 Desc	FY2022-23 Budget	Revised Budget	Budget Change
5010	Salaries	\$1,537,700.25	\$1,537,700.25	\$0.00
5130	Mandatory Fringe Benefits	\$586,071.74	\$586,071.74	\$0.00
5200	Overhead and Allocations	\$425,069.88	\$565,555.70	\$140,485.82
5380	City Grant Program	\$1,485,738.38	\$2,684,754.34	\$1,199,015.96
5400	Materials & Supplies	\$1,093.75	\$1,093.75	\$0.00
5060	Programmatic Projects	\$215,039.00	\$280,381.22	\$65,342.22
Grant Total		\$4,250,713.00	\$5,655,557.00	\$1,404,844.00

Department Group Code	ECN
Department Code	(All)
Fund Code	(All)
Authority Code	(All)
Project Code	(Multiple Items)
Activity Code	(All)

Account Lvl 2 Name	Account Lvl 5 Code	Account Lvl 3 Name	Account Code	Account Name	Sum of Revised Budget	Sum of GL Actuals	Sum of Encumbrance	Sum of Pre-Encumbrance	Sum of Remaining Balance	Sum of Reserved Budget	Sum of Available Balance
Revenue	4400	Intergovernmental: Federal	444931	Fed Grants Pass-Thru State-Oth	4,250,713.00	1,306,889.68	-	-	2,943,823.32	-	2,943,823.32
		Intergovernmental: Federal Total			4,250,713.00	1,306,889.68	-	-	2,943,823.32	-	2,943,823.32
Revenue Total					4,250,713.00	1,306,889.68	-	-	2,943,823.32	-	2,943,823.32
Expenditures	5010	Salaries	501010	Perm Salaries-Misc-Regular	1,537,700.25	378,614.41	-	-	1,159,085.84	-	1,159,085.84
			505010	Temp Misc Regular Salaries	-	24,145.73	-	-	(24,145.73)	-	(24,145.73)
		Salaries Total			1,537,700.25	402,760.14	-	-	1,134,940.11	-	1,134,940.11
	5130	Mandatory Fringe Benefits	513010	Retire City Misc	586,071.74	119,953.10	-	-	466,118.64	-	466,118.64
			514010	Social Security (OASDI & HI)	-	7,905.50	-	-	(7,905.50)	-	(7,905.50)
			514020	Social Sec-Medicare(HI Only)	-	1,848.89	-	-	(1,848.89)	-	(1,848.89)
			515010	Health Service-City Match	-	11,105.87	-	-	(11,105.87)	-	(11,105.87)
			516010	Dental Coverage	-	830.00	-	-	(830.00)	-	(830.00)
			517010	Unemployment Insurance	-	61.67	-	-	(61.67)	-	(61.67)
			519120	Long Term Disability Insurance	-	222.76	-	-	(222.76)	-	(222.76)
			515020	Retiree Health-Match-Prop B	-	1,313.38	-	-	(1,313.38)	-	(1,313.38)
			519130	Life Insurance	-	54.52	-	-	(54.52)	-	(54.52)
		Mandatory Fringe Benefits Total			586,071.74	143,295.69	-	-	442,776.05	-	442,776.05
	5200	Overhead and Allocations	520190	Department Overhead	-	50,058.51	-	-	(50,058.51)	-	(50,058.51)
			520000	Overhead-Budget	425,069.88	-	-	-	425,069.88	-	425,069.88
		Overhead and Allocations Total			425,069.88	50,058.51	-	-	375,011.37	-	375,011.37
	5210	Non-Personnel Services	521020	Travel Costs Paid To Vendors	-	40.00	-	-	(40.00)	-	(40.00)
			521030	Air Travel - Employees	-	277.80	-	-	(277.80)	-	(277.80)
			521050	Non-Air Travel - Employees	-	927.54	-	-	(927.54)	-	(927.54)
		Non-Personnel Services Total			-	1,245.34	-	-	(1,245.34)	-	(1,245.34)
	5400	Materials & Supplies	543410	Communication Supplies	-	-	43.44	-	(43.44)	-	(43.44)
			549750	Books - Non Library Only	1,093.75	-	-	-	1,093.75	-	1,093.75
		Materials & Supplies Total			1,093.75	-	43.44	-	1,050.31	-	1,050.31
	5060	Programmatic Projects	506070	Programmatic Projects-Budget	215,039.00	-	-	-	215,039.00	-	215,039.00
		Programmatic Projects Total			215,039.00	-	-	-	215,039.00	-	215,039.00
	5380	City Grant Program	538010	Community Based Org Srvcs	1,485,738.38	1,404,602.94	255,506.31	-	(174,370.87)	-	(174,370.87)
		City Grant Program Total			1,485,738.38	1,404,602.94	255,506.31	-	(174,370.87)	-	(174,370.87)
Expenditures Total					4,250,713.00	2,001,962.62	255,549.75	-	1,993,200.63	-	1,993,200.63
Grand Total					8,501,426.00	3,308,852.30	255,549.75	-	4,937,023.95	-	4,937,023.95

	WIOA PY23	WIOA PY23	Comments
Original	1,496,438.00		
Mod 1	805,258.00	FY23 AAO	
Mod 2	3,344,792.00		
Mod 3	9,069.00		
Mod 4	-	Pending A&E	
Total	5,655,557.00		
		4,250,713.00	
		1,404,844.00	Pending AOSD review
		5,655,557.00	
		Projects	Contract #
		10039121	CTR00003048
		10039122	CTR00003049
		10039123	CTR00003050
		10039124	CTR00003051

RE: OEWD Accept and Expend Resolution Review - WIOA AA311035 \$1,404,844

Santos, Francisco (CON) <francisco.santos@sfgov.org>

Tue 2/6/2024 10:40 AM

To: Fu, Han (ECN) <han.fu@sfgov.org>; Gratuito, Maricar (CON) <maricar.gratuito@sfgov.org>; Chen, Jessie (CON) <jessie.y.chen@sfgov.org>

Cc: Yu, Lisa (ECN) <lisa.yu@sfgov.org>

Hi Han,

I met with our team and confirming we can process this amendment as one legislation.

In the future recommend using one award to one contract # and separating programs with multiple projects or activities in Peoplesoft, per PnP Section 12.1:

12 | GRANTS & GIFTS

This section describes the policies and procedures to account for grants and gifts, as well as other related resources received by the City.

12.1 | Financial System Structure of Grants & Gifts

Grants and gifts, as well as types of resources received by the City further discussed in [Section 12.1.3 | Awards Types, Revenue Accounts & Recommended Structure](#), are represented in PeopleSoft by awards, contracts, and associated projects and activities.

Award

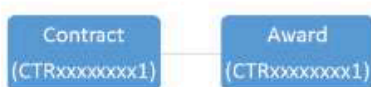
An award in PeopleSoft has a profile that tracks non-financial information for reporting (e.g., Single Audit) and milestones tracking purposes, including:

- Sponsor and Pass-through Agency
- Catalog of Federal Domestic Assistance (CFDA) Number (for federal grants)
- Project Manager (PI) and Award Administrator
- City Authorizations (Annual Appropriation Ordinance, Accept & Expend, Prop K, Delegated Authority, etc.)
- Grant Management Milestones (e.g., Billing, Report Submissions)
- Sponsor Terms and Conditions

Contract

A grant customer contract in PeopleSoft is not to be confused with a procurement contract. The grant customer contract holds sponsor (customer) addresses, letter of credit, billing limit, and other billing-related information that facilitates billing and revenue recognition for costs booked to associated projects and activities.

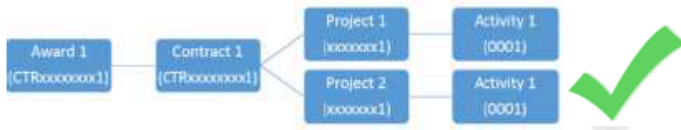
A PeopleSoft contract is set up in conjunction with a PeopleSoft award. It has a one-to-one relationship with the award. The award and the contract share the same 12-digit ID.



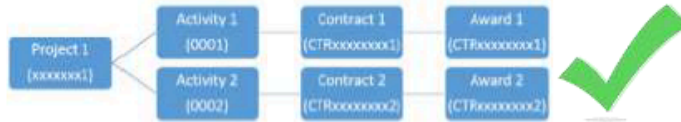
Associating Projects & Activities with Customer Contracts

There are certain system restrictions in regards to associating project activities with customer contracts.

1. A contract can have activities associated from multiple projects:



2. Different activities within a project can be associated with different contracts:



3. An activity can only be associated to one contract, not multiple contracts:



Thanks,

JR

From: Santos, Francisco (CON)

Sent: Tuesday, February 6, 2024 8:41 AM

To: Fu, Han (ECN) <Han.Fu@sfgov.org>; Gratuito, Maricar (CON) <maricar.gratuito@sfgov.org>; Chen, Jessie (CON) <jessie.y.chen@sfgov.org>

Cc: Yu, Lisa (ECN) <lisa.yu@sfgov.org>

Subject: RE: OEWD Accept and Expend Resolution Review - WIOA AA311035 \$1,404,844

Hi Han,

Sorry, please hold on processing this as four separate A&E Resolutions. Our grants team mentioned that this might okay to process as one legislation as it in one grant agreement. We'll let you know later today on the status.

Thanks,

JR

From: Santos, Francisco (CON)

Sent: Monday, February 5, 2024 5:18 PM

To: Fu, Han (ECN) <Han.Fu@sfgov.org>; Gratuito, Maricar (CON) <maricar.gratuito@sfgov.org>; Chen, Jessie (CON) <jessie.y.chen@sfgov.org>

Cc: Yu, Lisa (ECN) <lisa.yu@sfgov.org>

Subject: RE: OEWD Accept and Expend Resolution Review - WIOA AA311035 \$1,404,844

Hi Han,

We should separate by project/grant contract #, four total.

I was also looking into CTR00003048 (Project 10039121), CTR00003049 (Project 10039122), CTR00003050 (Project 10039123), and CTR00003051 (Project 10039124) and the award profile doesn't have any grant attachments in Peoplesoft. Please update per PnP Section 12.2.5.1.

PnP Section 12.5.1.1 A&E Authority:

City & County of San Francisco – Office of the Controller
ACCOUNTING POLICIES & PROCEDURES

TABLE 12-5. DOCUMENTS REQUIRED FOR GRANT ACCEPT & EXPEND PROCESS

Grants	Grant Amount*	Board Accept & Expend Needed		Board Accept & Expend through
		No	Yes	
New Grant	< \$100,000	√		N/A
	≥ \$100,000		√	Resolution
Existing Grant	Increase resulting in the total grant < \$100,000	√		N/A
	Increase making the total grant ≥ \$100,000		√	Resolution
Existing Grant (Previously approved by BOS)	Increase of < \$50,000	√		N/A
	Increase ≥ \$50,000		√	Resolution
New or Existing Grant that creates new positions	ANY		√	Ordinance

PnP Section 12.2.5.1 Attachments:

12.2.5.1 | ATTACHMENTS

The following documents are required to be uploaded to the award profile as attachments:

- A copy of the passed resolution or ordinance (if Board approval is required based on criteria in [Section 12.5.1 | Accept & Expend Authority](#))
- Signed *Grant Resolution Information Form* including the *Disability Access Checklist*. The form is available at <http://mission.sfgov.org/DocCenter/DispDetail.aspx?DocNo=69&S=0&P=ByDept.aspx&T=Board%20of%20Supervisors%20%20Grant%20Package&K=114>
- Grant award letter
- Grant agreement
- Grant budget document from the grantor
- Grant guidelines or web link to the guidelines

Thanks,

JR



Francisco Santos, Jr.

(Pronouns: he/him/his)

CONTROLLER'S OFFICE - AOSD

CITY HALL, ROOM 300 | 1 DR. CARLTON B. GOODLETT PL. | SAN FRANCISCO, CA 94102

☎ 415.554.5377 | ✉ Francisco.Santos@sfgov.org

From: Fu, Han (ECN) <han.fu@sfgov.org>

Sent: Monday, February 5, 2024 3:10 PM

To: Gratuito, Maricar (CON) <maricar.gratuito@sfgov.org>; Santos, Francisco (CON) <francisco.santos@sfgov.org>; Chen, Jessie (CON) <jessie.y.chen@sfgov.org>

Cc: Yu, Lisa (ECN) <lisa.yu@sfgov.org>

Subject: OEWD Accept and Expend Resolution Review - WIOA AA311035 \$1,404,844

Hi AOSD Team,

We are drafting A&E legislation(s) for WIOA grant, adding \$1.4M to our existing \$4,250,713 budget. WIOA grant agreement actually includes three different CFDA numbers. Do you happen to know how many pieces of legislation we will need?

- One, for one subgrant agreement (AA311035), or
- Three, for three different CFDA (17.258, 17.278, 17.259), or
- Four, for four Project codes we traditionally set up (Project 10039121~10039124)?

Funding Source	Federal CFDA #	Project Code	Project Description	FY23 Budget	Revised Budget	Budget Change
Adult	17.258	10039121	WIOA PY 23-Adult A3	1,154,481	1,605,999	451,518
Dislocated Worker	17.278	10039123	WIOA PY 23-DW A3	1,599,935	2,027,223	427,288
Rapid Response	17.278	10039124	WIOA PY 22/23-RR A3	453,294	525,897	72,603
Youth	17.259	10039122	WIOA PY 23-Youth A3	1,043,003	1,496,438	453,435
Grand Total				4,250,713	5,655,557	1,404,844

Thank you very much!

Han Fu
 Finance and Administration Division
 Office of Economic and Workforce Development
 Email: han.fu@sfgov.org



Statement of Retroactivity – Office of Economic and Workforce Development

File No. 240304

Resolution - Accept and Expend Grant - Retroactive - State of California, Employment Development Department - WIOA Program - \$5,655,557

Why retroactive? This Accept & Expend is for budgets being added to existing budgets previously approved in FY2022-23 AAO. Additional funding was awarded on a formula-basis by grantor (EDD) via various grant agreement modifications. We did not receive prior notifications before we received grant agreement modifications, because they were formula-based additions.

Why consolidate legislation? Mainly because all four of these WIOA subgrants were included in consolidated grant agreement and modifications from grantor. Controller's Office confirmed we can proceed with one legislation (see email attached).

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Alesandra Lozano, Government Affairs Manager,
Office of Economic and Workforce Development
DATE: February 9, 2024
SUBJECT: Accept and Expend Resolution
GRANT TITLE: Workforce Innovation and Opportunity Act (WIOA)
Program

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

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

X Grant information form, including disability checklist

X Grant budget

N/A Grant application

X Letter of Intent or grant award letter from funding agency

N/A Ethics Form 126 (if applicable)

N/A Contracts, Leases/Agreements (if applicable)

N/A Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted ordinance:

Name: Alesandra Lozano Phone/Email: alesandra.lozano@sfgov.org

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

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

From: [Trejo, Sara \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Fu, Han \(ECN\)](#); [Lozano, Alesandra \(ECN\)](#)
Subject: Mayor -- Resolution -- Workforce Innovation and Opportunity Act (WIOA) Program Grant
Date: Tuesday, March 26, 2024 2:39:14 PM
Attachments: [OEWD Cover Letter 020924.pdf](#)
[Resolution WIOA AA311035.doc](#)
[Leg Ver1 Signed by ECN & CON.pdf](#)
[Grant Info Form 021624.pdf](#)
[Grant Budget.pdf](#)
[Grant Agreement WIOA AA311035 Mod 4.pdf](#)
[RE OEWD AE Resolution Review - WIOA AA311035 \\$1404844.msg](#)

Hello Clerks,

Attached is a Resolution retroactively authorizing the Office of Economic and Workforce Development to accept and expend a grant increase in the amount of \$1,404,844 for a total amount of \$5,655,557 from the California Employment Development Department, a recipient of the grant award from the United States Department of Labor for the Workforce Innovation and Opportunity Act (WIOA) Program grant during the grant period of April 1, 2022 to June 30, 2024.

Best regards,

Sara Trejo

Legislative Aide

Office of the Mayor

City and County of San Francisco

415.554.6141 | sara.trejo@sfgov.org