

THE SAN FRANCISCO FOUNDATION

GRANT AGREEMENT

Grant Number: C-2007-0152

Please use this number
in all correspondence

I. ACCEPTANCE OF GRANT

The conditions set forth below are deemed to be agreed to by the grantee if the grantee accepts any payment. No payments will be released until a signed copy of the Agreement is returned to the Foundation and any special conditions are met.

Contact:

Mr. Fred Slone

Phone:

(650) 802-5181

Grantee:

San Mateo County Human Services Agency
400 Harbor Blvd., Building A
Belmont, CA 94002

Payee:

San Mateo County Human Services Agency
400 Harbor Blvd., Building A
Belmont, CA 94002

Grant Amount:

\$185,000.00 for 24 months

Date Approved:

10/31/2006

Grant Period:

4/1/2007 - 3/31/2009

Grant Purpose:

To create a comprehensive career pathway linking disadvantaged youth and adults and dislocated workers in San Mateo and Alameda counties to bio-manufacturing careers.

Outcomes:

Across All Training & Education Courses

- Enroll a total of 58 unduplicated participants in one or more of four training and education courses (2 Gateway classes, 1 instrumentation/calibration class, 1 biotechnician class).
- Place at least 40 participants in biotech jobs, including:
 - ◆ A total of 29 individuals who exit education following one or more of four training and education classes offered by this program
 - ◆ 11 individuals who enter employment following Gateway and completion of two or four-year degree programs

Gateway Course

- Over two cycles of Gateway courses, enroll 40 total participants.
- Of those enrolled, 36 participants will complete the 200-hour Gateway course at Skyline College and receive 12 college credits.
- Of those who complete the Gateway course, 5 will exit education, 10 participants will enroll in customized biotech training classes (3 in the instrumentation/calibration class, 7 in the biotechnician class), and 14 participants will enroll in two- or four-year degree programs in the life sciences or other fields.
- Of those 22 participants who complete the Gateway course and **do not** enroll in two- or four-year degree programs, 15 unduplicated participants will secure full-time employment with biotech employers at \geq \$17/hr (including 7 Gateway graduates who also completed the biotechnician class, 3 Gateway graduates who also completed the calibration class, and 5 Gateway graduates who directly exited to employment).
- Of those 14 participants who complete the Gateway education and training course and **do** enroll in two- or four-year degree programs, at least 11 unduplicated participants will secure full-time employment with biotech employers at \geq \$17/hr.
- Of those who complete the Gateway course and secure full-time jobs with biotech employers, 9 of 11 participants will retain employment for 12 months or longer.

Instrumentation/Calibration Course

- Over one cycle of the instrumentation/calibration course, enroll 15 total participants (12 unduplicated participants who enter the course directly and 3 participants who are Gateway graduates).
- Of those enrolled, 13 participants will complete the 300-hour instrumentation/calibration course at the College of San Mateo.
- Of those who complete the instrumentation/calibration course, 7 participants will secure full-time jobs with biotech employers at \geq \$17/hr (not including the 3 participants from Gateway who secure employment, who are counted above).

- Of those who secure full-time jobs with biotech employers, 6 of 7 participants will retain employment for 12 months or longer.

Biotechnician Course

- Over one cycle of the biotechnician course, enroll 20 total participants (13 unduplicated participants who enter the course directly and 7 participants who are Gateway graduates).
- Of those enrolled, 18 participants will complete the 300-hour biotechnician course at Skyline College or Ohlone College.
- Of those who complete the biotechnician course, 7 participants will secure full-time jobs with biotech employers at \geq \$17/hr (not including the 7 participants from Gateway who secure employment, who are counted above).
- Of those who secure full-time jobs with biotech employers, 6 of 7 participants will retain employment for 12 months or longer.

Other

- Produce two written sustainability plans, one for the Gateway course (within the first 12 months of the grant period) and one for the biotechnician course (within the first 18 months of the grant period).
- Develop a plan for internships for selected educational tracks with selected employers.

Activities:

- Conduct outreach, recruitment and enrollment (58 participants).
- Create and offer two cycles of the 200-hour Gateway biotech course at Skyline College (40 total participants).
- Develop and deliver one 300-hour pilot instrumentation/calibration course at the College of San Mateo (15 participants).
- Deliver one 300-hour biotech production technician course at Skyline College (20 participants).
- Place program graduates in full-time jobs with biotech employer partners:
 - ◆ Place graduates of the Gateway course in jobs with wages of at least \$17/hr. (15 participants)
 - ◆ Place graduates of the instrumentation/calibration course in jobs with wages of at least \$17/hr. (7 participants, not including Gateway students)
 - ◆ Place graduates of the biotechnician and/or quality control course in jobs with wages of \$17-\$21/hr. (7 participants, not including Gateway students)
- Provide individualized support services (e.g., funding for child care and transportation; case management; financial aid referrals; other information and referral services; career counseling; development of individual employment plans and resumes; social, academic and retention support) and provide access to interview and retention workshops over a period of 24 months (58 participants).

- Convene key program partners, including Skyline College, EDD and the BAWFC, in 2 meetings to develop a sustainability plan for the Gateway program, and 2 meetings to develop a sustainability plan for the biotech production technician courses. Include employers in the biotech sustainability meetings.
- Work with selected industry partners to develop a plan for internships for selected educational tracks.
- Track and report job placement and retention for those who have completed the education and training program(s) for 12 months following the grant period, or for 12 months following placement into their first biotech jobs for which they were trained, whichever occurs first.
- Track and report on job placement and retention for at least 12 months following graduation, for those participants who were not placed in biotech jobs upon completion of the project courses, and who continued in 2-year and 4-year college degree programs.

Target Population for Each Course and for Job Placement:

- Program participants will be aged 18 and older and will include at least 30% youth ages 18-24.
- Participants will have either low-income, defined as having household income levels at or below 50% of the Area Median Income for San Mateo County adjusted for household size as established by HUD, or be dislocated workers eligible for WIA funding.
- All participants will be WIA-eligible youth and adults, such as:
 - ◆ Former foster care youth
 - ◆ CalWORKs recipients
 - ◆ Individuals with limited English proficiency
 - ◆ Unemployed individuals
 - ◆ Those who have not graduated from high school or entered post-secondary education/training
 - ◆ Those with low grade (7th) literacy and math levels

II. SPECIAL CONDITIONS

This grant of \$185,000 over 24 months is to be used for the requested purpose, with the special condition that San Mateo County Human Services Agency participate in an external evaluation conducted by BTW: Informing Change and Abt Associates. Participation in the evaluation is mandatory and a condition of receiving a grant from the Bay Area Workforce Funding Collaborative. Signing the grant agreement means that the grantee and participating partners in the project also agree to participate to the fullest extent possible in the evaluation. This will include at minimum participating in at least one JTA training meeting provided by EDD, responding to requests for information and data from the evaluators, hosting at least one site visit with the evaluators, entering data on program participants in the Job Training Automation (JTA) data system, and filing high quality progress and final reports two times

each year for the length of the grant period. Not participating in the evaluation with a high degree of commitment could result in grant termination.

The grantee also agrees to adhere to the provisions of *BAWFC Data Collection and Reporting Conditions*, preserved in **Attachment A** and incorporated herein, including conditions for participation in the evaluation, JTA reporting, confidentiality, and record retention. These conditions apply to program components funded through either Bay Area Workforce Funding Collaborative philanthropic or EDD funds.

III. REPORTING REQUIREMENTS AND PAYMENT SCHEDULE

Payments will be made on the schedule below **if** special conditions described above are met **and** **if** narrative and financial reports have been submitted on the dates requested. Reminder letters and forms will be mailed in the month before the report is due. If you need to extend the grant period or request changes in the payment schedule or line-item budget, please request the change in writing, briefly explaining the reason it is needed.

Please note that payments on new grants will not be released until final reports on all prior grants have been received and approved by your Program Officer.

Progress Report Due Dates:

Narrative Reports: October 31, 2007
 April 30, 2008
 October 31, 2008

Financial Report: April 30, 2008

Payment(s):

April 1, 2007: \$92,500.00
April 1, 2008: \$46,250.00
October 1, 2008: \$46,250.00

Final Report Due Date:

Narrative Report: April 30, 2009
Financial Report: April 30, 2009

Note: An additional report, with the final placement and retention figures, is due 12 months after all participants who have elected to pursue 2- and 4-year degree programs have graduated.

IV. PUBLICITY

As a community foundation, our ability to fund important programs such as yours is contingent upon ongoing support from the Bay Area community. We look forward to partnering with you to let others know about the importance of philanthropy. Please include us in any communications, including websites, connected with the grant -- press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters. Please submit copies of any such publications with your project reports. If your organization has a website, please link to

www.sff.org. Any statement about Foundation policy should be cleared in advance through our Director of Communications.

V. BUDGET AND USE OF FUNDS

Funds must be used by the grantee strictly in accordance with the final budget on which the grant was based. Any changes within the final budget must be approved in advance by the Foundation.

VI. REVERSION OF FUNDS

All funds not expended for the purposes agreed to by the grantee and the Foundation must be returned to the Foundation.

VII. AUDIT

The Foundation reserves the right to conduct an audit of any grantee if it appears appropriate and necessary.

VIII. MONITORING AND EVALUATION

In order to assess the effectiveness of our grants, the Foundation may monitor or conduct an evaluation of the program funded by this grant, which may include visits by representatives of the Foundation to observe the grantee's program procedures and operations and to discuss the program with the grantee's personnel.

IX. HOLD HARMLESS

In accepting a grant from the Foundation, the grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless The San Francisco Foundation, its officers, directors, trustees, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorneys' fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of the grantee, its employees or agents, in applying or accepting such grant, in expending or applying the funds furnished pursuant to such grant or in carrying out the program or project to be funded or financed by such grant, except to the extent that such claims, liabilities, losses or expenses arise from or in connection with any act or omission of The San Francisco Foundation, its officers, directors, trustees, employees or agents.

The Board and staff of The San Francisco Foundation are pleased to be able to make this Bay Area Workforce Funding Collaborative grant (#C-2007-0152) of \$185,000.00 to your organization. Please sign and return one copy of this Agreement as evidence of your understanding of and agreement with the terms outlined.

Return completed document to:

Grants Management
The San Francisco Foundation
225 Bush Street, Suite 500
San Francisco, CA 94104

Carol Lamont 4/20/07
The San Francisco Foundation Date

Chair, Agency Board of Directors or Designee Date
Beverly Beverly Johnson 5/4/07
Agency Executive Director Date

Fiscal Sponsor* Date

*Agreement must be signed by Fiscal Sponsor if project agency does not have 501(c)(3) status

Attachment A

BAWFC Data Collection and Reporting Conditions

The grantee agrees to all the conditions in this Attachment A to the grant award agreement, as per the grantee's signature on the grant award agreement.

Participation in BAWFC Evaluation

The grantee and participating partners in the project agree to participate to the fullest extent possible in the BAWFC evaluation. This will include at minimum participating in at least one training meeting, responding to requests for information and data from the evaluators, hosting at least one site visit with the evaluators, participating in the Job Training Automation (JTA) data system, and filing high quality progress and final reports two times each year for the length of the grant period.

Job Training Automation (JTA) Reporting

The grantee also agrees to report all participant data into EDD's JTA system, whether participants are WIA-eligible or not. The grantee also agrees to assure the agreed-upon data collection is reported on a timely basis and is complete for all BAWFC Project participants.

A standard set of activity and job codes, along with additional data items, are required to be entered into the JTA system for each participant. Those data items include, but are not limited to:

Demographic data and eligibility in WIA Application Form:

- Zip code (residence)
- Citizenship status
- Gender
- Birth date
- Age
- Race
- Concurrent participation (in other training and/or assistance programs)
- Disabled
- Limited English
- Basic skills deficient
- Offender
- Number of in family
- Number of dependents < Age 18
- Family status
- Family income (prior six months)

- Low income
- TANF exhausted
- Homeless
- Poor work history
- Unemployment insurance
- Highest grade completed
- Education status
- Reading grade & score
- Math grade & score
- Labor force status
- Weeks not employed in last 26 weeks
- Hourly wage (if working at time of enrollment)
- Dislocated worker
- Eligibility

Services Received in WIA Enrollment Form:

- Grant code (developed for BAWFC grantees to distinguish funding sources)
- Agency code
- Labor force status
- Enrollment date
- Activity codes – using standardized categories
- Job code – using standardized categories
- Duration of services (e.g., begin & Est / End date)
- Status of completion of services (e.g., completion code)

Exit in WIA Exit Form:

- Exit code
- Exit date
- Degree attained
- Type of degree attained
- Entered post-secondary education
- Entered advanced training
- Entered qualified apprenticeship
- Calculate duration between enrollment and date employed?
- (If employed at Exit) Date employed
- (If employed at Exit) job code
- (If employed at Exit) hours worked per week
- (If employed at Exit) hourly wage
- (If employed at Exit) health benefits
- Post-Exit services (e.g., service code)

Follow-up in WIA Follow-up Form:

- Labor force status
- Type of degree or certificate attained

- Continuing in post-secondary education
- Continuing in advanced training
- In qualified apprenticeship
- (If employed at Follow-up) job code [to show industry sector] – using defined categories
- (If employed at Follow-up) Date employed
- (If employed at Follow-up) hours worked per week – using standard categories
- (If employed at Follow-up) hourly wage – using standard categories
- (If employed at Follow-up) number of weeks employed

Participant data should be entered by the 20th of the month following an activity, enrollment, and/or exit in order to provide EDD with adequate time to aggregate and report participant outcomes to BAWFC evaluators. Data received by the EDD after July 20, September 20, January 20 and April 20 will be reported to BAWFC evaluators in the subsequent quarter.

The grantee also agrees to report retention results quarterly for each participant, after a participant is placed in his/her first job (not internship, or interim ‘survival’ job) in the targeted career path for which he/she was trained. The retention results should be collected for one year following placement in the first full-time position for which they were trained, or for one year following the end of grant period, whichever occurs first.

If for some reason the JTA system no longer allows participant data entry, the same data must be reported using other means to the BAWFC evaluators.

Confidentiality Provisions

Individually-identified data obtained directly from the employer may be used for purposes outside this agreement only with the expressed written consent of the employer. Information obtained through the BAWFC-funded project and managed through the JTA system must be maintained in strict accordance with this agreement and this data may not be released without the expressed consent of the individual or employer and with notification to the EDD, Workforce Services Division. Each individual participant must sign a consent waiver that permits access to confidential data for specified purposes for the duration of the evaluation.

The EDD, the Foundation, the Evaluators, and the grantee will exchange various kinds of information pursuant to this agreement. That information may include data, applications, program files, and databases. These data and information are confidential when they define an individual or an employing unit. Examples of confidential data include: participant name, participant address, participant social security number, participant telephone number, employer name, employer address, employer staff contacts, employer telephone numbers. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The grantee, Foundation and its evaluators all agree to the provisions below.

- (a) Each party shall keep all confidential information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a “need-to-know” basis.
- (b) Each party shall provide security sufficient to ensure protection of confidential information from improper use and disclosures, including sufficient administrative, physical, and technical safeguards to protect this information from reasonable unanticipated threats to the security or confidentiality of the information.

The grantee shall notify the EDD Information Security Office of any actual or attempted information security incidents, within 24 hours of initial detection, by telephone at (916) 654-6231. Information Security Incidents include, but are not limited to, any event (intentional or unintentional), that causes the loss, damage, or destruction, or unauthorized access, use, modification, or disclosure of information assets.

The grantee shall cooperate with the EDD in any investigation or security incidents. The system or device affected by an information security incident and containing confidential data obtained in the administration of this program shall be immediately removed from operation upon confidential data exposure or a known security breach. It shall remain removed from operation until correction and mitigation measures are applied.

If the grantee learns of a breach in the security of the system, which contains confidential data obtained under this agreement, then the grantee must provide notification to individuals pursuant to Civil Code section 1798.82.

The grantee shall provide its employees with access to confidential information with written instructions fully disclosing and explaining the penalties for unauthorized use or disclosure of confidential information found in section 1798.55 of the Civil Code, section 502 of the Penal Code, section 2111 of the Unemployment Insurance Code, section 10850 of the Welfare and Institutions Code and other applicable local, state and federal laws.

The grantee shall (where appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information by means of a computer.

In addition, the grantee agrees to ensure that:

- (a) All confidential client information submitted over the Internet to the subcontractor’s databases is protected, at a minimum, by 128-bit Secure Socket Layer (SSL) encryption.
- (b) Clients’ social security numbers are stored in a separate database within its network of servers, and protected by a firewall and a secondary database server firewall or AES data encryption.

- (c) Client confidential information requests of subcontractors or service providers will specifically state the purpose for the data collection. The term of records retention must be stated, and directly related, to the purpose and use of the information.

Client personal and/or demographic information collected or reported pursuant to this agreement shall not be used as a basis for commercial solicitation during the time the client receives services or the agency is supported by this BAWFC-funded project. The grantee must clearly disclose all potential and intended uses of the client's personal and/or demographic information for the services the client seeks and for any other services the grantee offers.

The Grantee shall designate an employee who shall be responsible for overall security and confidentiality of its data and information systems and shall notify the Foundation and EDD of any changes in that designation.

The grantee may enter into a subcontract to manage confidential information. The subcontracts must meet the relevant requirements stipulated in this agreement. If the grantee enters into an agreement with a third party to provide client services, the grantee agrees to include these data and security and confidentiality requirements in the agreement with that third party. In no event shall said information be disclosed to any individual outside of that third party's authorized staff, subcontractor(s), service providers, or employees.

Record Retention

The EDD or its designee and the Foundation or its designee will have access to and the right to examine, monitor and audit all records, documents, conditions, and activities related to this agreement. For the purpose of this agreement "access to" means that the grantee shall at all times maintain within the State of California a complete set of records and documents related to this agreement.

The grantee will retain all client-specific records pertinent to this agreement for a period of no more or less than three years from the date the client completes program services, in accordance with 29 Code of Federal Regulations 97.42. If, at the end of three years, there is outstanding litigation or an audit involving these records, the grantee will retain the records until resolution of such litigation or audit.

The grantee shall promptly return to the other party confidential information when its use ends, or destroy the confidential information utilizing an approved method of destroying confidential information: shredding, burning, or certified or witnessed destruction. Magnetic media are to be degaussed or returned to the other party.

San Mateo - Bay Area Workforce Funding Collaborative (BAWFC) Budget

Expenditure	BAWFC WIA 15% Funds	BAWFC WIA 25% Funds	BAWFC Philanthropic Funds	BAWFC Aligned Grants	Employer Commitment	Other Sources	TOTAL
Line Items from Approved Budget	Approved Budget (Entire Grant)	Approved Budget (Entire Grant)	Approved Budget (Entire Grant)	Approved Budget (Entire Grant)	Approved Budget (Entire Grant)	Approved Budget (Entire Grant)	Approved Budget (Entire Grant)
Contracted Costs							\$0
Gateway Class #1		60,000	45,000				\$105,000
Gateway Class #2		26,000	20,000				\$46,000
Bio Technician Class #1		45,000	35,000				\$80,000
Calibration & Instrumentation Class							\$0
Job Development		65,000	6,250	18,750			\$90,000
Instructional materials		1,000	3,000				\$4,000
							\$0
San Mateo Costs							\$0
Client Supportive Services		0	5,000				\$5,000
Program Manager S&B (0.75 FTE)		70,000	51,250	18,750			\$140,000
Case Worker S&B (0.75 FTE)		40,000	10,000	30,000			\$80,000
Travel		2,000	0				\$2,000
Operating Expenses		31,000	9,500	7,500			\$48,000
							\$0
Employer Contributions of staff time, training, internships, etc.					380,500		\$380,500
Additional In kind support of programs from Community College Partners						\$185,350	\$185,350
TOTAL	\$0	\$340,000	\$185,000	\$75,000	\$380,500	\$185,350	\$1,165,850