



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

P.O. Box 7988  
San Francisco, CA  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION

**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR

**FROM:** JOAN MILLER, DEPUTY DIRECTOR OF FCS  
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

**DATE:** JANUARY 19, 2024

**SUBJECT:** GRANT MODIFICATION: **HOMELESS PRENATAL PROGRAM (NON-PROFIT)** FOR PROVISION OF SUBSTANCE USE SUPPORT SERVICES FOR PARENTS

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EB

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	7/1/22- 6/30/26	1/1/24- 6/30/26	7/1/22- 6/30/26		
<b>GRANT AMOUNT:</b>	\$4,742,504	\$403,383	\$5,145,887	\$514,589	\$5,660,476
<b>ANNUAL AMOUNT:</b>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>FY25/26</u>	
	\$1,185,626	\$1,320,087	\$1,320,087	\$1,320,087	
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$3,138,991		\$2,006,896	\$514,589	\$5,660,476
<b>PERCENTAGE:</b>	61%		39%		100%

The Department of Benefits and Family Support (BFS) requests authorization to modify the existing grant with Homeless Prenatal Program for the period of January 1, 2024 through June 30, 2026, in the additional amount of \$408,383 plus a 10% contingency for a revised total amount not to exceed \$5,660,476. The purpose of this modification is to add an Intake Coordinator position to enhance services to participants in both direct services and administrative capacities.



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**Background**

FCS has used a strengths-based approach to substance use support services since 1989. This array of services includes three interrelated but distinct programs: (1) services to pregnant persons and new parents who may or may not be FCS-involved, (2) services to FCS-involved parents, and (3) parents involved in Family Treatment Court. Family Treatment Court is a court-supervised treatment and parenting program for people with children in the juvenile dependency system. FTC is a voluntary program that includes regular court appearances, substance use disorder treatment, and transitional housing, among other services.

<b>MOD #1 - January 2024</b>					
7/1/2022 - 6/30/2026	Y1	Y2	Y3	Y4	TOTALS
<b>Keeping Families Together (KFT)</b>	\$680,606	\$680,606	\$680,606	\$680,606	\$2,722,424
FY24 CODB Amount	\$0	\$14,867	\$14,867	\$14,867	\$44,601
Program Enhancement	\$0	\$90,000	\$90,000	\$90,000	\$270,000
Revised Program Total	<b>\$680,606</b>	<b>\$785,473</b>	<b>\$785,473</b>	<b>\$785,473</b>	<b>\$3,037,025</b>
<b>New Beginnings (NB)</b>	\$505,020	\$505,020	\$505,020	\$505,020	\$2,020,080
FY24 CODB Amount	\$0	\$29,594	\$29,594	\$29,594	\$88,782
Revised Program Total	<b>\$505,020</b>	<b>\$534,614</b>	<b>\$534,614</b>	<b>\$534,614</b>	<b>\$2,108,862</b>
<b>Revised Annual Totals:</b>	<b>\$1,185,626</b>	<b>\$1,320,087</b>	<b>\$1,320,087</b>	<b>\$1,320,087</b>	<b>\$5,145,887</b>
Contingency					\$514,589
<b>REVISED NTE:</b>					<b>\$5,660,476</b>

**Services to be Provided**

The Grantee will perform the following services to reach 295 families annually:

**A. Family Engagement and Intensive Case Management**

Grantee will work collaboratively with FCS, DPH, and other local agencies to provide substance-use related interventions, case management and support for 295 families served by FCS annually. Engagement and case management services will include, but is not limited to the following;

1. Reducing harm related to substance use;
2. Facilitating successful completion of recommended substance use treatment;
3. Collaborating with partner programs such as the Family Treatment Court, substance-use treatment providers, and other community-based organizations working with the target population;



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4. Providing and/or referring families to evidence-based parent training, such as Triple P™ (Positive Parenting Program), SafeCare™, or other evidence-informed parenting programs;
5. Providing incentives designed to promote families' access to services associated with better birth outcomes for pregnant persons
6. Educating families about addiction and providing them information about the structure and intake requirements of various treatment programs.

**B. Community Outreach and Supportive Services**

1. Advise PSWs, Protective Services Supervisors (PSSs), other FCS staff, community partners, families and other participants in the Child and Family Team about current trends and evidence-informed practices in substance use assessment and intervention, treatment options, and chemical dependency issues;
2. Work collaboratively with the FCS Training and Workforce identified community partners on various topics related to substance use; and
3. Disseminate information on families and substance use through meetings, presentations and community forums.

**C. Peer Mentor Support**

Peer Mentors will work in conjunction with Family Case Managers and PSWs. Peer Mentors will be supportive in achieving clients' goals and timelines set out by the HPP Case Manager and PSW. Peer Mentors will be representative of San Francisco's diverse demographics and will help create a bridge of trust among and between families, the PSWs and the Family Case Managers. They will also function as parent advocates, mentors, and teachers, in working with FCS-involved families. Generally, Peer Mentors will provide moral support to help allay clients' anxiety, help to de-escalate fears, help prioritize critical tasks, and support families in achieving their overall care plan goals and objectives.

Under this modification, the contractor will provide additional services around referral coordination from FCS, FTC and other sources; maintenance of referral count and client information; dedicated staffing for first point of contact for incoming clients and referring Protective Service Workers; facilitation of weekly Family Services Intake Group;



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screening of suitability and eligibility of all incoming referrals; collection of required Releases and scheduling Level of Care-Substance Assessments with the Department of Public Health (DPH).

**Location and Time of Services**

Services are provided either at Grantee facilities, in the home of the family or wherever appropriate. Service hours vary depending upon the needs of families but can include evenings.

**Selection**

The Grantee was selected through Request for Proposals #975, which was competitively bid in February 2022.

**Funding**

Funding for this grant is provided by a combination of County General Fund and federal funds.

**ATTACHMENTS**

- Appendix A-1: Services to be Provided
- Appendix B-2: Program Budget-Keeping Families Together
- Appendix B-3: Program Budget-New Beginnings

	A	B	C	D	E	F	G	H	
1	Appendix B-2, Page 1								
2									
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>								
4	<b>BY PROGRAM</b>								
5	Agency Name: <u>Homeless Prenatal Program</u>					Grant Term:		<u>7/1/2022 - 6/30/2026</u>	
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
7	If modification, Effective Date:		1/1/2024		Modification No.: 1 - add FY24 CODB & Program Enhancement				
8	Grant Name: <b>Substance Use Support Services for Parents - Keeping Families Together (KFT)</b>								
9		<b>Year 1</b>	<b>Year 2</b>			<b>Year 3</b>	<b>Year 4</b>	<b>TOTAL</b>	
10	Program Term	<u>7/1/22 - 6/30/23</u>	<u>7/1/23 - 6/30/24</u>			<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/22 - 6/30/26</u>	
11	<b>Expenditures</b>		Original	Modification	Revised				
12	Salaries & Benefits	\$494,018	\$527,377	\$88,107	\$615,484	\$615,484	\$615,484	\$2,340,470	
13	Operating Expenses	\$97,819	\$52,221	\$15,315	\$67,536	\$67,536	\$67,536	\$300,427	
14	<b>Subtotal</b>	<b>\$591,837</b>	<b>\$579,598</b>	<b>\$103,422</b>	<b>\$683,020</b>	<b>\$683,020</b>	<b>\$683,020</b>	<b>\$2,640,897</b>	
15	Indirect Percentage (%)	15%	15%		15%	15%	15%	15%	
16	Indirect Costs (Line 16 X Line 15)	\$88,770	\$87,467	\$14,986	\$102,453	\$102,453	\$102,453	\$396,129	
17	Capital Expenses								
18	<b>Total Expenses</b>	<b>\$680,607</b>	<b>\$667,065</b>	<b>\$118,408</b>	<b>\$785,473</b>	<b>\$785,473</b>	<b>\$785,473</b>	<b>\$3,037,025</b>	
19									
20	<b>HSA Revenues</b>								
21	General Fund	\$665,172	\$665,172		\$665,172	\$665,172	\$665,172	\$2,660,688	
22	General Fund - FY23 CODB Amount	\$15,434	\$15,434		\$15,434	\$15,434	\$15,434	\$61,736	
23	General Fund - FY24 Program Enhancement			\$90,000	\$90,000	\$90,000	\$90,000	\$270,000	
24	General Fund - FY24 CODB Amount			\$14,867	\$14,867	\$14,867	\$14,867	\$44,601	
25									
26									
27									
28									
29	<b>Total HSA Revenues</b>	<b>\$680,606</b>	<b>\$680,606</b>	<b>\$104,867</b>	<b>\$785,473</b>	<b>\$785,473</b>	<b>\$785,473</b>	<b>\$3,037,025</b>	
30									
31	<b>Other Program Revenues</b>								
32									
33									
34									
35									
36									
37	Total Other Program Revenues	\$0	\$0				\$0	\$0	
38									
40	Prepared by: Aisianti Darmawan			Telephone No.: 415-546-6756 ext 377			Date: 01/04/2024		
41	<b>HSA Budget Summary</b>							<b>1/4/2024</b>	



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Appendix B-2, Page 3														
2															
3															
4	Program Name: Homeless F														
5	Substance Use Support Services for Parents - Keeping Families Together (KFT)														
6															
7	<b>Operating Expenses Detail</b>														
8															
9															
10															
11					Year 1		Year 2 : 7/1/23 - 6/30/24				Year 3		Year 4		TOTAL
12	<u>Expenditure Category</u>			TERM	<u>7/1/22 - 6/30/23</u>		<u>Original</u>	<u>Modification</u>	<u>Revised</u>		<u>7/1/24 - 6/30/25</u>		<u>7/1/25 - 6/30/26</u>		<u>7/1/22 - 6/30/26</u>
13	Rental of Property														
14	Utilities(Elec, Water, Gas, Phone, Garbage)							\$6,704	\$6,704		\$6,704		\$6,704		\$20,112
15	Office Supplies, Postage														
16	Building Maintenance Supplies and Repair							\$3,797	\$3,797		\$3,797		\$3,797		\$11,391
17	Printing and Reproduction														
18	Insurance														
19	Staff Training				\$6,692		\$0	\$4,000	\$4,000		\$4,000		\$4,000		\$18,692
20	Staff Travel-(Local & Out of Town)														
21	Rental of Equipment														
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE														
23	Intake Coordinator				\$38,230		\$0	\$0	\$0		\$0		\$0		\$38,230
24															
25															
26															
27															
28	OTHER														
29	Emergency Support For Clients				\$34,377		\$33,701		\$33,701		\$33,701		\$33,701		\$135,480
30	Support Group Nutrition and Activities				\$10,020		\$10,020	\$814	\$10,834		\$10,834		\$10,834		\$42,522
31	Fatherhood Parent Training Nutrition & Activities				\$8,500		\$8,500		\$8,500		\$8,500		\$8,500		\$34,000
32															
33															
34															
35	<b>TOTAL OPERATING EXPENSE</b>				<b>\$97,819</b>		<b>\$52,221</b>	<b>\$15,315</b>	<b>\$67,536</b>		<b>\$67,536</b>		<b>\$67,536</b>		<b>\$300,427</b>
36															
37	<b>HSA Operating Expenses Detail</b>														1/4/2024

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

	A	B	C	D	E	F	G	H
1	Appendix B-3, Page 1							
2								
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM</b>							
4								
5	Agency Name: <u>Homeless Prenatal Program</u>					Grant Term: <u>7/1/2022 - 6/30/2026</u>		
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>							
7	If modification, Effective Date: <u>1/1/2024</u>		Modification No.: <u>1 - add FY24 CODB</u>					
8	RFP/Grant Name: <u>Substance Use Support Services for Parents - New Beginnings (NB)</u>							
9		Year 1	Year 2			Year 3	Year 4	Budget
10	Program Term	<u>7/1/22 - 6/30/23</u>	<u>7/1/23 - 6/30/24</u>			<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/22 - 6/30/26</u>
11	<b>Expenditures</b>		Original	Modification	Revised	Revised	Revised	
12	Salaries & Benefits	\$357,602	\$385,710	\$18,742	\$404,452	\$404,452	\$404,452	\$1,570,958
13	Operating Expenses	\$81,546	\$53,439	\$6,991	\$60,430	\$60,430	\$60,430	\$262,836
14	<b>Subtotal</b>	<b>\$439,148</b>	<b>\$439,149</b>	<b>\$25,733</b>	<b>\$464,882</b>	<b>\$464,882</b>	<b>\$464,882</b>	<b>\$1,833,794</b>
15	Indirect Percentage (%)	15%	15%		15%	15%	15%	15%
16	Indirect Costs (Line 16 X Line 15)	\$65,872	\$65,871	\$3,861	\$69,732	\$69,732	\$69,732	\$275,069
17	Capital Expenses							
18	<b>Total Expenses</b>	<b>\$505,020</b>	<b>\$505,020</b>	<b>\$29,594</b>	<b>\$534,614</b>	<b>\$534,614</b>	<b>\$534,614</b>	<b>\$2,108,862</b>
19								
20	<b>HSA Revenues</b>							
21	General Fund	\$474,853	\$474,853		\$474,853	\$474,853	\$474,853	\$1,899,412
22	General Fund - FY23 CODB Amount	\$30,167	\$30,167		\$30,167	\$30,167	\$30,167	\$120,668
23	General Fund - FY24 CODB Amount			\$29,594	\$29,594	\$29,594	\$29,594	\$88,782
24								
25								
26								
27								
28	<b>Total HSA Revenues</b>	<b>\$505,020</b>	<b>\$505,020</b>	<b>\$29,594</b>	<b>\$534,614</b>	<b>\$534,614</b>	<b>\$534,614</b>	<b>\$2,108,862</b>
29								
30	<b>Other Program Revenues</b>							
31								
32								
33								
34								
35								
36	Total Other Program Revenues	\$0	\$0				\$0	\$0
37								
39	Prepared by: Aisianti Darmawan		Telephone No.: 415-546-6756 ext 377				Date: 01/02/2024	
40	<b>HSA Budget Summary</b>							<b>1/2/2024</b>





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4	Program Name: Homeless F														
5	Substance Use Support Services for Parents - New Beginnings (NB)														
6															
7	<b>Operating Expenses Detail</b>														
8															
9															
10															
11															
12	<u>Expenditure Category</u>		<u>Year 1</u>	<u>Year 2 : 7/1/23 - 6/30/24</u>			<u>Year 3</u>	<u>Year 4</u>	<u>TOTAL</u>						
		<u>TERM</u>	<u>7/1/22 - 6/30/23</u>	<u>Original</u>	<u>Modification</u>	<u>Revised</u>	<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/22 - 6/30/26</u>						
13	Rental of Property														
14	Utilities(Elec, Water, Gas, Phone, Garbage)				\$3,825	\$3,825	\$3,825	\$3,825							\$11,475
15	Office Supplies, Postage														
16	Building Maintenance Supplies and Repair				\$2,166	\$2,166	\$2,166	\$2,166							\$6,498
17	Printing and Reproduction														
18	Insurance														
19	Staff Training		\$4,375	\$0	\$1,000	\$1,000	\$1,000	\$1,000							\$7,375
20	Staff Travel-(Local & Out of Town)														
21	Rental of Equipment														
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE														
23															
24															
25															
26															
27															
28	OTHER														
29	Emergency Support For Clients		\$75,971	\$53,439	\$0	\$53,439	\$53,439	\$53,439							\$236,288
30	Support Group Nutrition and Activities		\$1,200	\$0	\$0	\$0	\$0	\$0							\$1,200
31															
32															
33															
34															
35	<b>TOTAL OPERATING EXPENSE</b>		<b>\$81,546</b>	<b>\$53,439</b>	<b>\$6,991</b>	<b>\$60,430</b>	<b>\$60,430</b>	<b>\$60,430</b>					<b>\$60,430</b>		<b>\$262,836</b>
36															
37	<b>HSA Operating Expenses Detail</b>														