



London Breed, Mayor

Department of Human Services
 Department of Aging and Adult Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: NOELLE SIMMONS, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JL*

DATE: OCTOBER 25, 2019

SUBJECT: NEW GRANT: **CHILD AND FAMILY POLICY INSTITUTE OF CALIFORNIA** (NON-PROFIT); ACTING AS FISCAL AGENT TO THE LEAD CONSULTANT FOR THE CALWORKS STRATEGIC INITIATIVE

GRANT TERM: 11/01/2019 – 10/31/2020

GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$383,388	\$38,338	\$421,726

ANNUAL AMOUNT: FY 19/20
 \$383,388

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:		\$383,388		\$38,338	\$421,726
PERCENTAGE:		100%			100%

The Department of Human Services (DHS) requests authorization to enter into a grant with Child and Family Policy Institute of California (CFPIC) from November 1, 2019 to October 31, 2020, in an amount of \$383,388 plus a 10% contingency for a total amount not to exceed \$421,726. The purpose of the contract is to provide consulting services to the County Welfare Directors Association of California (CWDA) in support of the CalWORKs Strategic Initiative, also known as CalWORKs 2.0.

Background

CWDA is a non-profit association representing the human services directors of California's 58 counties. In 2015, the CWDA Board of Directors launched a CalWORKs strategic planning and practice improvement initiative. The goal of the initiative is to integrate the program's various service delivery components within a cohesive and evidence-informed framework, resulting in a welfare-to-work program that holistically addresses family needs, help keep children out of poverty, and better support parents to reach and maintain self-sufficiency.

The CFPIC is a private non-profit organization incorporated in 2004 as a 501(c)3 entity under the auspices of CWDA. The purpose of the CFPIC is to "advance the development of sound public policy and promote program excellence in county Human Services Agencies through research, education, training and technical assistance."

In July 2015, at the request of the CWDA Board of Directors, the CFPIC issued a Request for Proposals to secure the services of a consultant to develop a package of research-informed tools, training curricula, practice guides and online learning resources for use by the 58 counties. The competitive procurement resulted in the selection of Mathematica Policy Research (Mathematica), which entered into a subcontract with CFPIC.

In each of the last four fiscal years (FY16 – FY 19), the CWDA Board of Directors authorized an allocation of state funding to retain the services of Mathematica to provide the original set of deliverables and to support the sustainability of the initiative through ongoing provision of training and implementation support to counties.

This new grant will fund the activities of the CalWORKs Strategic Initiative for an additional year.

Services to be Provided

Under this grant, CFPIC will, on behalf of CWDA, retain and provide fiscal agent services to the lead consultant for the CalWORKs Strategic Initiative, Mathematica Policy Research. CFPIC will produce the following deliverables by the end of the grant term:

Fiscal Agent Services

- A. Act as the fiscal agent for the contract with Mathematica.
- B. Enter into a new contract with Mathematica that reflects the CWDA-approved scope of work for the new contract term.
- C. Submit written monthly progress reports from Mathematica to SFHSA.
- D. Monitor spending against the contract with Mathematica, submit monthly invoices to SFHSA for payment and remit timely payments to Mathematica.

Mathematica Policy Research, under sub-contract to CFPIC, will produce the following deliverables by the end of the grant term:

- A. Provide overall project management to the CalWORKs Strategic Initiative.
- B. Design and manage all aspects of an Innovation Initiative, through which up to 15 California counties will test a variety of CalWORKs 2.0 implementation strategies.

- C. Plan and facilitate two full-day statewide learning exchanges for California counties to share lessons and best practices identified through the Innovation Initiative.

Selection

Grantee is a sole source provider. In 2015, Grantee was directed by the CWDA to issue an RFP and serve as the fiscal agent for the consulting services for the CalWORKs Strategic Initiative. In 2018, Grantee was directed by the CWDA to extend its current contract with Mathematica Policy Research (consultant). In 2019, Grantee was directed by the CWDA to enter in a new contract with Mathematica Policy Research to complete the project.

Funding

This grant is 100% state funded through the CalWORKs Single Allocation.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B - Budget

**Appendix A – Services to be Provided
 Child & Family Policy Institute of California
 CalWORKs Strategic Initiative
 November 1, 2019 – October 31, 2020**

I. Purpose of Grant

The purpose of the grant is to provide fiscal agent services on behalf of the County Welfare Directors Association of California (CWDA) to the competitively selected lead consultant for the California Work Opportunities and Responsibility to Kids (CalWORKs) Strategic Initiative. This effort will integrate the disparate programmatic components of the CalWORKs program into a comprehensive program that is whole family-focused, customized to meet the evolving needs of each family, and that helps keep children out of poverty and supports parents in reaching self-sufficiency.

II. Definitions

CalWORKs	The California Work Opportunities and Responsibility to Kids program that provides cash aid and employment supports to needy families throughout California.
Client	County Welfare Directors Association of California
CWDA	County Welfare Directors Association of California
Executive Steering Committee	Oversight entity for the CalWORKs Strategic Initiative, comprised of staff and members of the County Welfare Directors Association of California (CWDA).
Grantee	Child & Family Policy Institute of California
HSA	Human Services Agency of the City and County of San Francisco
Subgrantee	Mathematica Policy Research, the successful bidder in a competitive process conducted to seek a lead consultant for the CalWORKs Strategic Initiative.

III. Target Population

The ultimate objective of this grant is to improve services provided by public social services agencies to the approximately 400,000 families receiving CalWORKs in the 58 California counties.

IV. Description of Services

Grantee shall provide the following fiscal agent services during the extension period of this grant (11/1/19 – 10/31/20):

Fiscal Agent Services

On behalf of CWDA, Grantee will:

1. Act as the fiscal agent for the contract with Subgrantee.
2. Enter into a new contract with Subgrantee that reflects the CWDA-approved scope of work for the new contract term.
3. Submit written monthly progress reports from Subgrantee to HSA.
4. Monitor spending against the contract with Subgrantee, submit monthly invoices to HSA for payment and remit timely payments to Subgrantee.

V. Location and Time of Services

Services will be performed at the Grantee's worksite at 1331 Garden Highway in Sacramento, CA. Services performed by the Subgrantee will be at their worksite(s) and, as required, in one or more California counties.

VI. Deliverables

Grantee shall enter into a contract with the Subgrantee that specifies the following deliverables for the grant term (11/1/19 – 10/31/20).

Task 1: Project Management

- Twice monthly calls with CWDA
- Two in-person meetings with CWDA Board
- Attend two executive steering committee meetings virtually

Task 2: Innovation Initiative

- Launch the initiative
 - Design and release an RFP
 - Conduct a webinar for interested parties
 - Select up to 15 counties to participate
- Initial on-site design workshop
 - Organize 1.5 day in-person gathering with up to 10 staff from each innovation county
 - Design and deliver design workshop
 - Pay for the space for the workshop

- Virtual technical assistance
 - Kickoff call with each county
 - Twice monthly calls, individual calls with each county
 - Up to two “Ask-the-Expert” webinars

- Enhanced support, details to be negotiated with CWDA as the project progresses, but could include:
 - Cross-counties calls
 - More support with LI2 process
 - Individual site visits
 - Additional Webinars
- Summary brief
 - 3-5 page summary of promising strategies from the initiative and statewide learning exchanges.

Task 3: Statewide Learning Exchanges

- Design and hold two 1-day statewide learning exchanges
- Pay for space for the exchanges

VII. Grantee Responsibilities

- A. Grantee shall provide fiscal agent services to Subgrantee, including receipt and disbursement of funds, invoicing, issuing checks, and maintaining financial records related to these transactions. Grantee shall not disburse any grant funds except as authorized by this agreement.
- B. Grantee will issue timely monthly payments to the Subgrantee, conditional upon acceptable Subgrantee performance, timely reporting and timely invoicing.

VIII. Reporting Requirements

- A. Grantee will provide a monthly written report of activities from the Subgrantee, referencing the tasks as described in Section VI- Deliverables.
- B. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI- Deliverables. Grantee will upload the final report with the submission of the final month’s invoice in the CARBON database by the 15th of the following month.
- C. Grantee will also require that the Subgrantee submit the monthly and final reports directly to CWDA.

D. For assistance with reporting requirements or submission of reports, contact:

Annyse.Acevedo@sfgov.org
Senior Contract Manager, Office of Contract Management

or

Noelle.Simmons@sfgov.org
Deputy Director, Economic Support & Self-Sufficiency Division

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of the revised contract between Grantee and Subgrantee prior to execution, as well as review of the required monthly and final Subgrantee reports in order to assess progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals.

CalWORKs Strategic Initiative: Partnership Invitation
November 1, 2019 – October 31, 2020

Title	Rate	Task 1		Task 2		Task 2		Task 2		Task 2		Task 3		TOTAL HOURS	TOTAL DOLLARS
		Project Management	Project Management	Innovation Initiative	Launch the Initiative	Innovation Initiative	Initial On-Site Design Workshop	Innovation Initiative	Virtual Technical Assistance	Innovation Initiative	Ad Hoc Enhanced Support	Innovation Initiative	Summary Brief		
Lead Program Analyst	\$216.89	100	10	8	52	40	16	73						299	\$64,851
Senior Researcher	\$298.71	48	4	48	37	40	8	32						217	\$64,821
Data Analytics Lead	\$148.78	8	4	20	37	36	8	32						145	\$21,573
Research Analyst	\$130.20	30	2	0	0	0	0	0						32	\$4,166
Senior Researcher	\$294.88	0	0	2	0	0	2	4						8	\$2,359
Research Analyst	\$135.73	0	12	0	10	0	0	0						22	\$2,986
Program Associate	\$105.08	50	24	74	80	80	8	144						460	\$48,338
Editor	\$162.36	0	2	2	0	0	2	2						8	\$1,299
Administrative Production	\$120.11	0	0	0	0	0	8	4						12	\$1,441
Survey Research Associate	\$105.08	0	0	34	56	48	8	64						210	\$22,067
Program Associate	\$105.08	0	0	34	56	48	8	64						210	\$22,067
Research Analyst	\$130.20	0	0	34	56	48	8	64						210	\$27,341
Research Analyst	\$130.20	0	0	34	56	48	8	64						210	\$27,341
SUBTOTAL-LOADED LABOR		\$46,377	\$8,695	\$43,738	\$63,951	\$56,974	\$13,531	\$77,385							\$310,651
OTHER DIRECT COSTS															
Travel		\$3,861	\$0	\$8,688	\$0	\$0	\$0	\$16,731							\$29,280
Other Costs		\$0	\$0	\$12,300	\$900	\$0	\$0	\$12,000							\$25,200
SUBTOTAL- ODC		\$3,861	\$0	\$20,988	\$900	\$0	\$0	\$28,731							\$54,480
TOTAL COMPENSATION		\$50,238	\$8,695	\$64,726	\$64,851	\$56,974	\$13,531	\$106,116							\$365,131

5% Administrative Fee - \$18,257

Total Grant Amount: \$383,388