



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

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London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: SEPTEMBER 16, 2022

SUBJECT: NEW GRANT: SAN FRANCISCO COMMUNITY COLLEGE DISTRICT (NON-PROFIT) TO PROVIDE TITLE IV-E TRAINING SERVICES

GRANT TERM: 10/1/2022 – 9/30/2027

DS
EL

GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$6,106,105	\$610,611	\$6,716,716

ANNUAL AMOUNT: Annual
\$1,221,221

<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:			\$6,106,105	\$610,611	\$6,716,716
PERCENTAGE:			100%		

The Department of Benefits and Family Support (BFS) requests authorization to enter into a grant with the San Francisco Community College District for the period of October 1, 2022 through September 30, 2027, in an amount of \$6,106,105 plus a 10% contingency for a total amount not to exceed \$6,716,716. This grant provides specialized training services to assist foster parents, resource families, group homes, Foster Family Agencies (FFA), Family and Children’s Services (FCS) staff, and other Title IV-E eligible agencies to improve the quality of care for children and youth in foster care.

Background

Since 2002, this grant has provided specialized training services to assist Resource Family Approved (RFA) resource families, Short-Term Residential Treatment Programs (STRTP), Foster Family Agencies (FFA), Family and Children's Services (FCS) staff, and other Title IV-E eligible agencies to improve the quality of care for children and youth in foster care.

CCSF will be the lead agency with three subcontractors: Edgewood Center for Children and Their Families, Seneca Family of Agencies, and Alternative Family Services (AFS). CCSF's provision of in-kind match resources allowed the Department to draw down Federal funds for this project.

Services to be Provided

Grantee, along with the three subcontractors, will continue to develop and provide a training curriculum based on training themes established by FCS and the Parenting for Permanency College (PPC) Collaborative that fulfills the requirements of the Title IV-E federally funded training program, as well as aligns with current child welfare best practices. Classroom training will be offered to FCS and other Title IV-E eligible service providers and resource families. This core function will also include coordination of training schedules and locations, publication and maintenance of a web-based training calendar, providing appropriate online and on-site classroom spaces and materials for courses offered, tracking feedback from course participants to ensure training meets targeted objectives, and maintaining minimum census levels for training sessions scheduled.

For more specific information regarding services to be offered by the Grantee, please refer to Appendix A – Services to be Provided (attached).

Site Locations and Hours

Classes will be held Monday-Friday, between 8 AM to 10 PM, and on Saturdays according to the needs of the clients and/or virtually during the COVID Pandemic.

Selection

Grantee was selected through Request for Proposals #966 Title IV-E Specialized Training Services, which was competitively bid in June 2022.

Funding

Funding for this grant is provided entirely by Federal Title IV-E Funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Budget

**Appendix A – Services to be Provided
San Francisco Community College District
Title IV-E Specialized Training Services
October 1, 2022– September 30, 2027**

I. Grant Purpose

This grant provides specialized training services to assist foster parents, resource families, Short-Term Residential Treatment Programs (STRTP), Foster Family Agencies (FFA), Family and Children’s Services (FCS) staff, and other Title IV-E eligible agencies to improve the quality of care for children and youth in foster care.

II. Target Population

Target population includes foster parents, resource families, STRTPs, FFAs, FCS staff and other Title IV-E eligible agencies working with children and youth in foster care.

III. Definitions

CARBON	Contracts Administration, Reporting and Billing on-line system
CCSF	City College of San Francisco
Grantee	San Francisco Community College District
HSA	Human Services Agency
FCS	Family and Children’s Service Division
FFA	Foster Family Agency
PPC	Parenting for Permanency College
STRTP	Short-Term Residential Treatment Program
Subcontractors	Seneca Family of Agencies (Seneca), Edgewood Center for Children and Families (Edgewood), and Alternative Family Services (AFS)

IV. Services to be Provided

Grantee and subcontractors will offer a training curriculum that fulfills the requirements of the Title IV-E federally funded training program. Training encompasses Title IV-E qualified topics including best practices in family engagement, case management and reviews, and building resilience, cultivating independent living skills in youth, wide range of mental and behavioral health training. Classes are open to FCS and other Title IV-E eligible service providers, foster parents, and resource families. The training curriculum will be based on training themes established by FCS and the Parenting for Permanency College (PPC) Collaborative and incorporate the following objectives:

- A. To offer Title IV-E classroom training for FCS staff, FFA's, foster parents and resource families, STRTPs and other Title IV-E eligible service providers in order to build and strengthen agency and care provider capacity to meet AB 636 and AB 12 (Fostering Connections After 18) outcomes for San Francisco children and youth in the San Francisco child welfare system.
- B. To develop and provide a training curriculum that aligns with current child welfare best practices for foster parents, resource families, service providers and FCS staff.
- C. To collaborate with FCS and the PPC, and other training partners, to coordinate training schedules and locations if any.
- D. To maintain an average of 8 participants per class for group lectures, seminars and workshops for Title IV-E eligible agency staff; and, an average of five (5) participants per class for group lectures, seminars and workshops for foster parents and resource families enrolled in the Parenting for Permanency College (PPC).
- E. To share with FCS Training Coordinator a quarterly training calendar listing all classes offered by the Grantee and subcontractors

To maintain a class listing available on the City College Title IV-E training program website.
- F. To provide appropriate classroom facilities and materials for each class session, or remote learning platform
- G. To provide a tracking tool to ensure consumer feedback is obtained and the training curriculum meets Title IV-E requirements.
- H. To meet with the subcontractors to plan training sessions for foster parents and resource families on a quarterly basis, and invite the FCS Training Coordinator as needed.
- I. To meet with FCS Program Analyst and Fiscal Team bi-annually to review progress and performance.

V. Service Locations and Hours of Operation

Classes will be held Monday-Friday, between 8 AM to 10 PM, and on Saturdays according to the needs of the clients.

Training may be held virtually due to continued effects of the Covid-19 pandemic.

CCSF Locations:

Downtown Center 88 4th St, San Francisco, CA 94103,
Evans Center 1400 Evans St. SF 94124
John Adams Center 1860 Hayes St. SF 94117
Ocean Center 50 Phelan Ave. SF 94103
Other CCSF centers as needed

Edgewood Locations:

101 15th St, San Francisco, CA, 94103

1800 Vicente St, San Francisco, CA 94116

Seneca Locations:

2447, 2513, 2527 and 2529 24th St, San Francisco, CA 94110

Alternative Family Services (AFS) Locations:

250 Executive Park Blvd., Ste. 4900, SF, CA 94134

Other off-campus locations may be scheduled upon review and approval of CCSF's Title IV-E Office.

VI. Service Objectives

- A. To produce a quarterly training calendar and maintain the online catalog.
- B. To provide a minimum of 1,100 classroom hours of training annually. Additionally, CCSF subcontractors will provide a minimum of 2,400 classroom hours of training annually.
- C. To provide training to a minimum of 600 unduplicated participants annually. Additionally, CCSF subcontractors will provide training to a minimum of 1,000 unduplicated participants annually.
- D. To maintain sign-in sheets and evaluation forms for each class offered and provide monthly attendance records for all workshops including attendance records for FCS staff by the fifth of the month to the FCS Training Coordinator.

VII. Outcome Objectives - Annually

- A. A minimum of 80% of training participants will rate the overall usefulness of the training as at least a three (good) on a 5-point scale.
- B. A minimum of 75% of training respondents shall indicate that their knowledge increased as a result of the training.

VII. Reporting Requirements

A. Quarterly and Annual Reports

Grantee shall submit quarterly and annual performance reports during the term of the grant.

- 1. The reports shall contain data on progress toward meeting service and outcome objectives, as well as information related to the number and types of courses offered during the reporting period.
- 2. Quarterly Reports are due no later than 15 days following the end of the quarter.
- 3. An Annual Report is due 45 days following the end of the fiscal year.

B. Monthly Reports

Grantee shall submit monthly attendance records no later than 15 days following the end of the month to the FCS Training Coordinator Fara Richardson at Fara.Richardson@sfgov.org and Program Analyst Karina Zhang at Karina.Zhang@sfgov.org.

- C. Grantee shall submit ad hoc reports as requested by HSA.
- D. All reports must be entered into the Contracts Administration, Billing and Reporting Online (CARBON) system as well as submitted electronically to the following staff:

Karina Zhang, Program Analyst
Karina.Zhang@sfgov.org

Elizabeth Leone, Contract Manager
Elizabeth,Leone@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of service delivery documentation and all supporting documentation for reporting 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. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA compliance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name City College of San Francisco						Term FY 22/23 - FY 26/27
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. No. of Mod.						
Program: IV training						
Budget Reference Page No.(s)						
Program Term	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total
Expenditures						
Salaries & Benefits	\$472,511	\$472,511	\$472,511	\$472,511	\$472,511	\$2,362,555
Operating Expense	\$748,710	\$748,710	\$748,710	\$748,710	\$748,710	\$3,743,550
Subtotal	\$1,221,221	\$1,221,221	\$1,221,221	\$1,221,221	\$1,221,221	\$6,106,105
Indirect Percentage (%)						
Indirect Cost (Line 16 X Line 15)						
Capital Expenditure						
Total Expenditures	\$1,221,221	\$1,221,221	\$1,221,221	\$1,221,221	\$1,221,221	\$6,106,105
HSA Revenues						
General Fund						
Federal Title IV-E, CFDA #93.658	\$1,221,221	\$1,221,221	\$1,221,221	\$1,221,221	\$1,221,221	\$6,106,105
TOTAL HSA REVENUES	\$1,221,221	\$1,221,221	\$1,221,221	\$1,221,221	\$1,221,221	\$6,106,105
Other Revenues						
Federal Match Requirement	\$1,769,760	\$1,769,760	\$1,769,760	\$1,769,760	\$1,769,760	\$8,848,802
Total Revenues	\$2,990,981	\$2,990,981	\$2,990,981	\$2,990,981	\$2,990,981	\$14,954,907
Full Time Equivalent (FTE)						
Prepared by: Stephanie Chenard	Telephone No.: 415 267 6560	Telephone No.:	Telephone No.:	Telephone No.:	Date: 07/13/22	
HSA-CO Review Signature:	_____					
HSA #1						7/13/2022

Program: IV training
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max)	Adjusted FTE	DHS Program	DHS Program	DHS Program	DHS Program	DHS Program	DHS Program
					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Faculty # 1: Estassi	\$93,000	100%	67%	0.67	\$62,310	\$62,310	\$62,310	\$62,310	\$62,310	\$311,550
Faculty # 2: Gibson	\$72,000	100%	67%	0.67	\$48,240	\$48,240	\$48,240	\$48,240	\$48,240	\$241,200
Faculty # 3: Parkinson	\$122,000	100%	67%	0.67	\$81,740	\$81,740	\$81,740	\$81,740	\$81,740	\$408,700
Faculty # 4: Porras	\$78,000	100%	10%	0.10	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$39,000
Faculty # 5: TBD	\$78,000	100%	10%	0.10	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$39,000
Faculty # 6: TBD	\$78,000	100%	10%	0.10	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$39,000
Program Coordinator # 1802	\$102,265	100%	100%	1.00	\$102,265	\$102,265	\$102,265	\$102,265	\$102,265	\$511,325
Sr Accountant # 1632	\$78,135	100%	20%	0.20	\$15,627	\$15,627	\$15,627	\$15,627	\$15,627	\$78,135
Program Assistant # 1432	\$88,173	100%	10%	0.10	\$8,817	\$8,817	\$8,817	\$8,817	\$8,817	\$44,085
TOTALS	789573.00	12.00	3.91	3.91	\$342,399	\$342,399	\$342,399	\$342,399	\$342,399	\$1,711,995
FRINGE BENEFIT RATE	38%									
EMPLOYEE FRINGE BENEFITS	\$300,038				\$130,112	\$130,112	\$130,112	\$130,112	\$130,112	\$650,560
TOTAL SALARIES & BENEFITS	\$1,089,611				\$472,511	\$472,511	\$472,511	\$472,511	\$472,511	\$2,362,555
HSA #2										7/13/2022

Program: IV training
 (Same as Line 9 on HSA #1)

Operating Expense Detail

<u>EXPENDITURE CATEGORY</u>	<u>TERM</u>	<u>FY 22/23</u>	<u>FY 22/23</u>	<u>FY 24/25</u>	<u>FY 25/26</u>	<u>FY 26/27</u>	<u>Total</u>
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Garbage)							
Office Supplies, Postage		\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$30,000
Building Maintenance Supplies and Repair							
Printing and Reproduction		\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$24,750
Insurance							
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
<u>CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE</u>							
Independent Contractors - Title IV-E workshops		\$29,000	\$29,000	\$29,000	\$29,000	\$29,000	\$145,000
Contractor: Web maintenance/LMS							
DataSafe							
Alternative Family Services		\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Seneca Family of Agencies		\$184,200	\$184,200	\$184,200	\$184,200	\$184,200	\$921,000
Edgewood Center		\$274,560	\$274,560	\$274,560	\$274,560	\$274,560	\$1,372,800
<u>OTHER</u>							
TOTAL OPERATING EXPENSE		\$748,710	\$748,710	\$748,710	\$748,710	\$748,710	\$3,743,550
HSA #3							7/13/2022