



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: SYLVIA DEPORTO, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JY*

DATE: SEPTEMBER 22, 2017

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

GRANT TERM: 10/1/17-9/30/20

GRANT AMOUNT: \$1,202,850

ANNUAL AMOUNT:

	10/1/17- <u>9/30/18</u>	10/1/18- <u>9/30/19</u>	10/1/19 – <u>9/30/20</u>	
	\$400,950	\$400,950	\$400,950	

Funding Source

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:			\$1,202,850	\$120,285	\$1,323,135
PERCENTAGE:			100%		

The Department of Human Services (DHS) requests authorization to enter into a grant agreement with the San Francisco Community College District for the period of October 1, 2017 through September 30, 2020, in the amount of \$1,202,850 plus a 10% contingency for a total amount not to exceed \$1,323,135. The purpose of the grant is to provide specialized training for foster family agencies, resource families and group homes.

Background

This grant provides specialized training services to assist Resource Family Approved (RFA) 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.

In November 2002, Edgewood Center for Children and Families, a large CBO that offers kinship, residential, mental health and other programs, initiated a pilot project to train clinical and line staff at Edgewood. DHS and City College of San Francisco (CCSF) collaborated with Edgewood to provide this CBO pilot training project in order to leverage available Federal Title IV-E funding. CCSF’s provision of in-kind match resources allowed the Department to draw down the Federal funds for this project.

Starting in July 2003, DHS worked with CCSF and Edgewood to expand the training program and to make the training more widely available. These efforts resulted in CCSF expanding the training program in 2004 to provide new trainings for foster parents and group home staff. CCSF continues to fine-tune the offerings of this program in collaboration with HSA and CBOs, as reflected in the proposed contract.

Services to be Provided

Grantee will 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 of a quarterly training calendar, providing appropriate classroom facilities 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.

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	

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

Selection

Grantee was selected through Request for Proposals #733, which was competitively bid in April 2017.

Funding

Funding for this grant is 100% Federal Title IV-E funds. The Title IV-E funding mechanism allows the Agency to draw down federal funds for match provided.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Calculation of Charges

**Appendix A – Services to be Provided
San Francisco Community College District**

**Title IV-E Specialized Training Services
October 1, 2017– September 30, 2020**

I. Grant Purpose

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.

II. Target Population

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

III. Definitions

Grantee	San Francisco Community College District
DHS	San Francisco Department of Human Services, a Department of the Human Services Agency
FCS	Family and Children’s Service Division of the Department of Human Services
FFA	Foster Family Agency
PPC	Parenting for Permanency College

IV. Services to be Provided

Grantee will offer a training curriculum that fulfills the requirements of the Title IV-E federally funded training program. 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:

1. To offer Title IV-E classroom training for FCS staff, FFA’s, foster parents and resource families, group homes, 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.
2. 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.

3. To collaborate with FCS and the PPC, and other training partners, to coordinate training schedules and locations if any.
4. 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).
5. To publish a quarterly training calendar listing all classes offered by the Grantee.
6. To provide appropriate classroom facilities and materials for each class session.
7. To provide a tracking tool to ensure consumer feedback is obtained and the training curriculum meets Title IV-E requirements.
8. To meet regularly with FCS staff & the PPC collaborative to plan training sessions for foster parents and resource families.

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. At minimum, 51% of training must be offered at CCSF on-campus locations.

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	

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.
- B. To provide a minimum of 1,350 classroom hours of training annually.
- C. To provide training to a minimum of 500 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.
- E. To prepare a quarterly report summarizing the transfer of learning evaluation data.

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.

Grantee will conduct follow up evaluations of a randomly selected group of training participants that assess the transfer of learning on the job:

- 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. Grantee shall submit monthly attendance records for FCS staff to the Program Director, Training and Administration

- C. Grantee shall submit ad hoc reports as requested by DHS.

- 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:

Melissa Connelly, Program Manager
Melissa.Connelly@sfgov.org

Arata Goto, Program Analyst
Arata.Goto1@sfgov.org

David Flores, Jr., Principal Administrative Analyst
David.Flores@sfgov.org

Alternatively, reports can be mailed to both staff at the following address:

Department of Human Services
P.O. Box 7988
San Francisco, CA 94120

IX. Monitoring Activities

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.

Appendix B – Calculation of Charges

October 1, 2017 – September 30, 2020

I. UNIT OF SERVICE

- A. Unit of Service is defined as either one hour of classroom training or one hour of curriculum development.
- B. On an annual basis, Grantee will provide up to 1,350 unit hours: 1,000 classroom training and 350 curriculum development hours.
- C. City and County of San Francisco will reimburse the Federal share of actual program costs including:
 - 1. Payments to subcontractors, if any
 - 2. Direct program payroll costs (staff salaries, fringes, etc.)
 - 3. Other direct operational costs associated with the program
 - 4. Indirect costs using an acceptable allocation method (e.g., Federal Indirect rate).
- D. Grantee is required to provide 100% of the county match to leverage IV-E training funds for this contract.

II. ANNUAL/TOTAL COSTS

For the term October 1, 2017 to September 30, 2018, total cost will not exceed \$400,950.

For the term October 1, 2018 to September 30, 2019, total cost will not exceed \$400,950.

For the term October 1, 2019 to September 30, 2020, total cost will not exceed \$400,950.

The total cost for the three-year term, October 1, 2017 to September 30, 2020 shall not exceed 1,202,850.