



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: SEPTEMBER 23, 2016

SUBJECT: GRANT MODIFICATION: **FAMILY BUILDERS BY ADOPTION (NON-PROFIT)** TO PROVIDE ADOPTION AND PERMANENCY SERVICES

GRANT TERM:	<u>Current</u> 7/1/16- 6/30/19	<u>Modification</u> 7/1/16 – 6/30/19	<u>Revised</u> 7/1/16 – 6/30/19	<u>Contingency</u>	<u>Total</u>
GRANT AMOUNT:	\$1,281,054	\$443,946	\$1,725,000	\$172,500	\$1,897,500
TOTAL ANNUAL AMOUNT:	<u>FY 16/17</u> \$575,000	<u>FY 17/18</u> \$575,000	<u>FY18/19</u> \$575,000		
<u>Funding Source</u> MODIFICATION FUNDING PERCENTAGE:	<u>County</u> \$124,305 28%	<u>State</u> \$173,139 39%	<u>Federal</u> \$146,502 33%	<u>Contingency</u> \$44,395	<u>Total</u> \$488,341 100%

The Human Services Agency (HSA) requests authorization to modify the grant agreement with Family Builders by Adoption (FBBA) for the period of July 1, 2016 to June 30, 2019, in an additional amount of \$443,946 plus a 10% contingency for a total grant amount not to exceed \$1,897,500. The purpose of the modification is to: 1) increase the number of Resource Families Approval (RFA) assessments, and 2) increase the number of RFA training sessions to approved families.

Background

Family Builders by Adoption (FBBA) is uniquely qualified to meet the needs of children and youth in foster care. For eleven years, FBBA has partnered with HSA, most notably for the past four years as the collaborating partner in "Adoption SF" and the past three years in the "San Francisco Older Youth Adoption Project".

Services to be Provided

The Grantee will provide services in the following core areas:

- A. Recruitment and Outreach
 - 1. Grantee will maintain a toll-free recruitment/intake phone line. All inquiries received by the SFHSA Adoptions for non-specific home studies will be referred to this number, as appropriate. Spanish-speaking callers will be served.
 - 2. Grantee will conduct grassroots outreach through community events including the LGBT, African-American, and Latino communities. Family builders will also conduct outreach at suitable school events, as permitted by the school district.

- B. Child/Youth-Specific Permanency Services
 - 1. Conduct Family Finding and Engagement services including discovery, exploration of files and records, documenting contacts, documenting the quality of relationships, connectedness mapping and engagement via phone, in-person interviews and family team meetings.
 - 2. Complete Permanency Assessments for referred RFA families.
 - 3. Develop a plan for working with FCS internal Supervisor Coaches that will facilitate transfer of learning / subject matter expertise that will support coaches in developing learning sessions for FCS staff and teaming unit for internal implementation of permanency coaching.
 - 4. Provide coaching for PSW and supervisors around engagement services to help youth accept the concept of adoptions/permanency and to help relatives and other caregivers commit to adoptions/permanency.
 - 5. Participate in internal working groups, consultations and meetings as permanency experts as staffing capacity permits.
 - 6. Provide other permanency coaching services to the Agency including facilitating permanency team meetings, meetings with caregivers, unit meetings and case consultations, in order to model the practice for workers. Participate in weekly MAP team meetings as a consultant to the panel as staffing capacity permits.

- C. Concurrent Planning
 - 1. Grantee will prepare, train and develop families that are certified for foster care, approved for adoption (with completed home study) and prepared to accept placement of children in need of a First Home placement or children in active concurrent planning. Families will be prepared to support and facilitate visitation.

D. Conversion Adoptions

1. Grantee will work with existing substitute care providers (relatives and foster parents) to facilitate their ability to become adoptive parents with full legal rights and responsibilities. The Grantee may make direct claims to the Private Adoption Agency Reimbursement Program to request reimbursement for adoptions they have completed for formerly court-dependent youth, to the extent allowed by law. San Francisco City & County has no authority over the Private Adoption Agency Reimbursement Program.

For more specific detail regarding services to be provided, please refer to Appendix A (attached)

Selection

Grantee was selected through Request for Proposals #687-Adoptions & Permanency Services, which was released March 31, 2016. The Grantee was the sole respondent and was determined qualified by an impartial review panel.

Funding

Funding for this grant is provided by a combination of county, state and federal funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Program Budget

**Appendix A – Services to be Provided
Family Builders by Adoption
Adoption & Permanency Services
July 1, 2016 – June 30, 2019**

I. Purpose of Grant

This grant will assist in the completion of the FCS Resource Family Approval (RFA) process by the completion of permanency assessments and training for relative and non relative caregivers referred by FCS.

The Grantee will conduct rigorous conversion home studies and RFA permanency assessments, in accordance with State and County policies, in order to determine whether existing relative and foster care providers are appropriate to assume permanent, legal responsibility for the children in their care. The latter home studies shall be performed as a prelude to adoption and as part of the Resource Family Approval program (pursuant to Welfare and Institutions Code, Section 16519.5).

The grantee will work directly with children and youth who need permanent homes, as assigned by the Human Services Agency, in order to find homes that best fit the needs of those children.

The grantee will develop a Permanency training plan to facilitate the transfer of learning to FCS coaches. This includes coordination with FCS coaches to develop a schedule for facilitation of the training.

The grantee will provide individualized coaching to prepare FCS protective services workers for Child and Family Team meetings (CFTs). Coaching will focus on the importance of permanency and permanency options and will inform discussions with family and other supportive adult connections. May include the integration of goals identified in MAP meetings as well as other permanency steps resulting from Family Finding & Engagement or individualized 1-on-1 services.

II. Definitions

APPLA	Another Planned Permanent Living Arrangement
CCL	Community Care Licensing
CDSS	California Department of Social Services
CFT	Child and Family Team Meetings
FCS	Family and Children’s Services Division, Human Services Agency
FFE	Family Finding & Engagement
First Home Program	The First Home Program places newborn children into concurrent planning homes, with a goal of minimizing the number of placement changes that very young children experience. First Home Families require special training and screening to make sure they are committed to supporting the babies’ opportunities to reunify with their biological parents.
HSA	Human Services Agency, City and County of San Francisco
MAP	Meeting to Assess for Permanency

(4)

PAARP	Private Adoption Agency Reimbursement Program
Permanency Assessment	Permanency Assessment also known as Psycho-Social Assessments
RFA	Resource Families Approval: The process that a foster parent, relative, non-relative extended family member, or adoptive home must complete to be considered for potential placement of a child, youth or NMD (non-minor dependents from 18-21 years)

III. Target Population

1. Prospective San Francisco Resource Families
2. Dependents (children / youth) in need of A Planned Permanent Living Arrangement (APPLA).

The Grantee must be prepared to serve any child / youth between the ages of 0 and 21, although most will be under the age of 16.

IV. Description of Services (Activities)

A. Recruitment and Outreach

1. Grantee will maintain a toll-free recruitment/intake phone line with services available in Spanish and English.
2. Grantee will conduct grassroots outreach, social media, traditional media and other forms of outreach as appropriate in order to identify appropriate prospective adoptive parents, including First Home families.

B. Child/Youth-Specific Permanency Individualized Services (Case Management)

1. Assign social workers to work with children / youth to facilitate increased permanency options to facilitate finding a permanent home. These youth may range in age from 0 to 21 years of age and will be referred by the Human Services Agency.
2. Conduct Family Finding and Engagement services including discovery, exploration of files and records, documenting contacts, documenting the quality of relationships, connectedness mapping and engagement via phone, in-person interviews and family team meetings.

C. Permanency Assessments

Complete Permanency Assessments for referred child (ren) / youth, in accordance with CDSS written directives for RFA. This may include: Face-to-face interviews (conducted within the home) with perspective RFA families (initial interview completed by FCS RFA staff prior to referral). Assessments will be completed within 90 days from date of signed application (FCS will make every effort to make the referral the same day or the next business day as when the application is signed).

D. RFA Training

18 hours of Pre-Approval RFA Training topics and curriculum will adhere to current requirements as outlined in current CDSS RFA Written Directives. Training sessions will occur in Alameda and San Mateo Counties.

E. Permanency Coaching

1. Planning and development of specific action steps in coordination with FCS program staff to facilitate transfer of learning for FCS internal Supervisor Coaches that will promote enhanced subject matter expertise designed to support coaches in the implementation of permanency coaching learning sessions for FCS staff and teaming unit.
2. Individualized coaching to prepare FCS protective services workers for Child and Family Team meetings (CFTs). Coaching will focus on the importance of permanency and permanency options and will inform discussions with family and other supportive adult connections. May include the integration of goals identified in MAP meetings as well as other permanency steps resulting from Family Finding & Engagement and/or individualized 1-on-1 services.
3. Provide other permanency coaching services including facilitating permanency team meetings, meetings with caregivers as a component of FFE.
4. Participate in weekly MAP team meetings as a consultant to the panel as staffing capacity permits.

F. Concurrent Planning

Preparation, training and support for families that are certified for foster care, approved for adoption (with completed home study) to promote acceptance of placements of children in need of a First Home placement or children in active concurrent planning. Families will be prepared to support and facilitate visitation.

G. Conversion Adoptions

Engagement with existing substitute care providers (relatives and foster parents) to facilitate their ability to become adoptive parents with full legal rights and responsibilities. Grantee may make direct claims to the Private Adoption Agency Reimbursement Program for reimbursement for adoptions they have completed for formerly court-dependent youth, to the extent allowed by law; for costs not included in this contract. San Francisco City & County has no authority over the Private Adoption Agency Reimbursement Program. This deliverable will cease in the event this state funding stream ends.

V. Grantee Responsibilities

- A. Grantee will complete Permanency Assessments within 90 days from date of signed RFA application. See III. A. HSA FCS responsibility for timeliness of referrals.
- B. Grantee will offer RFA Pre Approval trainings 3 in Alameda and 3 in San Mateo Counties.
- C. Grantee will enter relevant data into the RFA database and CWS/CMS.
- D. Grantee will give 100% of SF individuals or families who express interest in adopting a child the right to apply.
- E. SFHSA is licensed by CDSS pursuant to Welfare and Institutions Code Section 16100 to provide public adoption services. Through this appendix, HSA is contracting specific adoption services through the Grantee, while continuing to be responsible for achieving adoptive licensing expectations set by CDSS. In order to provide adoption services required by CDSS, HSA will ensure that its Grantee delivers the services described above and achieves the service and outcome objectives. The Grantee will provide services as required by State Laws, CCL regulations and Adoption regulations as they pertain to county adoption services.

- F. This grant will not include any costs which are reimbursable by the PAARP (Private Adoption Agency Reimbursement Program). This agreement does not limit the private agency in applying for PAARP for any adoption services that are performed outside the specific terms of this grant.
- G. HSA and the Grantee will ensure that no San Francisco families recruited under this grant will be charged a fee to adopt a child from the foster care system.
- H. Grievance Procedure – Grantee will act on behalf of the Department on all grievances. Grantee will provide San Francisco clients who submit applications for adoption with information about the process for resolving grievances. The grievance procedure must be approved by San Francisco HSA. HSA and CDSS will receive a copy of all written decisions
- I. Grantee will achieve CDSS adoptions standards in conjunction with HSA.
- J. Grantee will develop and use a data tracking system that is secure, electronic, and allows for reporting of service objectives and outcomes as identified in VII. And VIII.
- K. Grantee will provide permanency subject matter expertise in weekly MAP meetings. Grantee staff will be identified to attend all meetings that are held and report on meetings attended.
- L. Grantee is a mandated reporter of child abuse, domestic violence, and elder abuse.
- M. Grantee shall ensure all employees providing direct services of this grant are TB tested annually.
- N. Grantee shall conduct criminal background checks on all employees and shall arrange to receive subsequent criminal notifications if an employee is convicted of a crime during the time of his or her employment.

VI. HSA Responsibilities

- A. FCS will make referrals requesting completion of Permanency Assessments by Grantee on the same day or the next business day as dated by prospective RFA applicant signature.
- B. HSA will coordinate other adoption recruitment efforts, where applicable, with the Grantee.
- C. HSA will facilitate access to office, interviewing, training and collaborative project meeting space.
- D. HSA will identify and provide profiles on all FCS children ready for foster-adoption and provide criteria for children entering adoption planning. Profiles will also be provided for children who may be identified as appropriate for foster-adopt.
- E. HSA will provide photos and descriptive information/profiles on FCS children for child-specific recruitment activities for the Grantee to develop profiles.
- F. HSA will obtain court orders for child specific recruitment, when appropriate.
- G. HSA will retain responsibility for accepting or rejecting approved homes for use by FCS.

- H. HSA will continue to provide mandated case management services for San Francisco children. Mandated case management services will be provided for San Francisco children placed out of the region by HSA or through a courtesy agreement with the county where the child is placed.
- I. HSA will retain authority to match children while allowing the Grantee to make suggestions on potential matches.
- J. HSA will have exclusive use of the Grantee's First Home studies (20) for 90 days. After 90 days, families can request release from the project for expanded search for matching with children outside San Francisco County.
- K. HSA will provide access to records for file mining and permanency work for identified youth, as permitted by law.
- L. HSA will conduct satisfaction surveys of FCS workers participating in coaching sessions.
 - 1. All HSA workers receiving coaching services will be provided a satisfaction survey. 85% will indicate satisfaction with the services they receive.
- M. HSA will provide the curriculum for RFA training.

VII. Service Objectives

During each year of the grant period, Grantee will report on progress towards achievement of the following service objectives. Service Objectives are annual goals unless specified.

- A. Accept RFA referrals and Complete Permanency Assessments for minimum of 85 Families
- B. Convene and facilitate six sessions of 18 hour RFA trainings to a minimum of 50 Families (3 in Alameda and 3 in San Mateo Counties)
- C. Family Finding & Engagement – Individualized 1-on-1 Permanency Efforts – minimum of 50 children / youth
 - 1. Accept and conduct Family Finding for a minimum of 25 children / youth or as capacity permits (may be a component of Individualized permanency efforts)
- D. Conduct / participate in a minimum of 40 Permanency Family Team Meetings (this is a component of individualized permanency case management services)
- E. Provide a minimum of 50 Coaching sessions with FCS workers.
- F. Certify and approve a minimum of 20 families for foster care and adoption. (Adopt SF exclusive for 90 days)

VIII. Outcome Objectives

During each year of the granted period, Grantee will report on progress towards achievement of the following service objectives. Outcome Objectives are annual goals unless specified.

- A. A minimum of **75%** of Resource Family referrals received (permanency assessment) will be completed timely (timeliness is based on the date of referral, initial engagement and the responsiveness of families to engagement and their completion of requirements). Initial engagement should occur 7-10 within working days of receipt of referral. Assessments should be completed within 30 days of families completing all requirements.
- B. A minimum of **75%** Resource Families referred and participating in the RFA Pre-Approval training will complete the series.
- C. A minimum of **25** children/ youth, participating in Individualized services who received Family Finding and Engagement will have identified **5** supportive adult connections (relative / non relative) that will expand options for exiting foster care to permanent, legal homes (i.e. family reunification, guardianship, adoptive homes).
- D. A minimum of **15** children / youth will exit foster care to permanent, legal homes (i.e. family reunification, guardianship, adoptive homes).
- E. A minimum of **20** families will be prepared, willing and able to receive placement of children from the First Home Program and or children in active concurrent planning
- F. FCS workers will rate permanency coaching services satisfaction 3 out of a 5 point scale.

IX. Reporting Requirements

- A. Grantee shall submit quarterly reports on template approved by FCS Analyst during the Grant term that will include but not limited to a summary of progress towards achieving grant activities per reporting period as well as cumulatively for the grant year to date, for each service and outcome objective listed in Sections IV, Description of Services, VII, Service Objectives, and VIII, Outcome Objectives.
- B. Reports are due 30 days after the close of the reporting period. The annual report may be substituted for the final quarterly report.
- C. Quarterly Reports must be entered into the CARBON systems data based.
- D. Quarterly reports will capture progress towards identified numerical and outcome objectives.
- E. Supporting documentation for reports submitted will be maintained by grantee.
- F. For coaching sessions grantee will capture number of coaching sessions provided to PSWs and a brief summary of activities.
- G. Annual Report: Grantee shall submit a final report covering the period beginning July 1 and ending June 30 of each program year covered by the grant. This report shall provide cumulative results for each objective as outlined above and shall include demographic information. The final cumulative report is due no later than 30 days from the end of the contract fiscal year.

H. Quarterly and Annual Reports will be entered into the CARBON System. For assistance with reporting requirements or submission of reports, contact:

David Flores, Jr., MPA
Principal Administrative Analyst
Office of Contract Management
David.Flores@sfgov.org

Pamela Salsedo
Senior Administrative Analyst
Family & Children's Services
Pamela.Salsedo@sfgov.org

X. Monitoring Activities

- A. **Program Monitoring:** Program monitoring will include (1) Direct observation of services to evaluate program quality; (2) Review of documentation to demonstrate completion of service and outcome objectives. Program monitoring may also include surveys and interviews with clients, county social workers, and other service providers regarding their experiences with the program's services.
- 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, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY
BY PROGRAM**

Family Builders By Adoption

07/01/16 - 06/30/19

	A	B	C	D	E	F
1	Appendix B, Page 1					
2	Document Date: 9-2-16					
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Family Builders By Adoption					
6			07/01/16 - 06/30/19			
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	Modification				
8	If modification, Effective Date of Mod.	No. of Mod.				
9	Program: Adoption and Permanency Services					
10	Budget Reference Page No.(s)					Annual Total
11	Program Term	Recruitment	Coaching	Counseling	RFA	7/1/16-6/30/17
12	Expenditures					
13	Salaries & Benefits	\$ 61,106	\$ 111,530	\$ 159,755	\$ 156,149	\$ 488,540
14	Operating Expense	\$ 11,666	\$ 13,962	\$ 25,856	\$ 34,976	\$ 86,460
15	Subtotal	\$ 72,772	\$ 125,492	\$ 185,611	\$ 191,125	\$ 575,000
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$ -	\$ -	\$ -	\$ -	\$ -
18	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
19	Total Expenditures	\$ 72,772	\$ 125,492	\$ 185,611	\$ 191,125	\$ 575,000
20	HSA Revenues					
21	General Fund	\$ 65,495	\$ 23,843	\$ 35,266	\$ 36,123	\$ 160,727
22	State			\$ 83,525	\$ 84,286	\$ 167,811
23	Federal CFDA #93.556	\$ 7,277	\$ 56,471			\$ 63,748
24	Federal CFDA #93.658		\$ 45,177		\$ 70,716	\$ 115,893
25	Federal CFDA #93.645			\$ 66,820		\$ 66,820
26						
27						
28						
29	TOTAL HSA REVENUES	\$ 72,772	\$ 125,492	\$ 185,611	\$ 191,125	\$ 575,000
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues					
37						
39	Prepared by: Jill Jacobs	Telephone No.: 510-272-0204	Date: 9-2-16			
40	HSA-CO Review Signature: _____					
41	HSA #1					



Salaries & Benefits Detail

#REF!

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Family Builders By Adoption										
5	Program: Adoption and Permanency Services										
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											

12

	A	B	C	D	E	F	G	H	
								RFA	Annual Total
1									
2									
3									
4	Family Builders By Adoption								
5	Program: Adoption and Permanency Services								
6									
7									
8									
9									
10									
11									
12	Expenditure Category								
13	Rental of Property			Recruitment	Coaching	Counseling	RFA	7/1/16-6/30/17	Annual Total
				\$ 2,402	\$ 4,250	\$ 6,098	\$ 5,730	\$	\$ 18,480
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$ 630	\$ 1,113	\$ 1,597	\$ 1,500	\$	\$ 4,840
15	Office Supplies, Postage			\$ 518	\$ 916	\$ 1,312	\$ 1,234	\$	\$ 3,980
16	Building Maintenance Supplies and Repair			\$ 57	\$ 102	\$ 145	\$ 136	\$	\$ 440
17	Printing and Reproduction			\$ 172	\$ 304	\$ 436	\$ 408	\$	\$ 1,320
18	Insurance			\$ 790	\$ 1,398	\$ 2,007	\$ 1,885	\$	\$ 6,080
19	Staff Training & Recruitment			\$ 300	\$ 700	\$ 700	\$ 1,000	\$	\$ 2,700
20	Staff Travel(Local & Out of Town)			\$ 1,000	\$ 2,000	\$ 7,000	\$ 8,000	\$	\$ 18,000
21	Rental of Equipment								
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE								
23									
24									
25	OTHER								
26	RFA Training (Space-CPR-Childcare)						\$ 10,800	\$	\$ 10,800
27	Accounting			\$ 975	\$ 1,725	\$ 2,475	\$ 2,325	\$	\$ 7,500
28	Computer Support			\$ 455	\$ 805	\$ 1,155	\$ 1,085	\$	\$ 3,500
29	Dues & Memberships			\$ 224	\$ 396	\$ 568	\$ 532	\$	\$ 1,720
30	Family Recruitment			\$ 4,000				\$	\$ 4,000
31	Accreditation			\$ 143	\$ 253	\$ 363	\$ 341	\$	\$ 1,100
32	Support Services					\$ 2,000		\$	\$ 2,000
33									
34	TOTAL OPERATING EXPENSE								
				\$ 11,666	\$ 13,962	\$ 25,856	\$ 34,976	\$	\$ 86,460
35									
36	HSA #3								

17

	A	B	C	D	E	F
1	Appendix B, Page 1					
2	Document Date: 9-2-16					
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Family Builders By Adoption		07/01/16 - 06/30/19			
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod. _____	No. of Mod. _____				
9	Program: Adoption and Permanency Services					
10	Budget Reference Page No.(s)					Annual Total
11	Program Term	Recruitment	Coaching	Counseling	RFA	7/1/17-6/30/18
12	Expenditures					
13	Salaries & Benefits	\$ 72,048	\$ 106,103	\$ 137,078	\$ 167,911	\$ 483,140
14	Operating Expense	\$ 12,644	\$ 13,470	\$ 23,899	\$ 41,847	\$ 91,860
15	Subtotal	\$ 84,692	\$ 119,573	\$ 160,977	\$ 209,758	\$ 575,000
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$ -	\$ -	\$ -	\$ -	\$ -
18	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
19	Total Expenditures	\$ 84,692	\$ 119,573	\$ 160,977	\$ 209,758	\$ 575,000
20	HSA Revenues					
21	General Fund	\$ 76,223	\$ 22,719	\$ 30,585	\$ 39,854	\$ 169,381
22	State		\$ 53,808	\$ 72,440	\$ 92,294	\$ 218,542
23	Federal CFDA #93.556	\$ 8,469				\$ 8,469
24	Federal CFDA #93.658		\$ 43,046			\$ 43,046
25	Federal CFDA #93.645			\$ 57,952		\$ 57,952
26						
27						
28						
29	TOTAL HSA REVENUES	\$ 84,692	\$ 119,573	\$ 160,977	\$ 209,758	\$ 575,000
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues					
37						
39	Prepared by: Jill Jacobs	Telephone No.: 510-272-0204	Date: 9-2-16			
40	HSA-CO Review Signature: _____					
41	HSA #1					

	A	B	C	D	E	F	G	H
1								
2								
3								
4	Family Builders By Adoption							
5	Program: Adoption and Permanency Services							
6								
7								
8								
9								
10								
11								
12	Expenditure Category							
13	Rental of Property			Recruitment	Coaching	Counseling	RFA	Annual Total 7/1/17-6/30/18
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$ 3,045	\$ 4,466	\$ 5,887	\$ 6,902	\$ 20,300
15	Office Supplies, Postage			\$ 795	\$ 1,166	\$ 1,537	\$ 1,802	\$ 5,300
16	Building Maintenance Supplies and Repair			\$ 663	\$ 972	\$ 1,282	\$ 1,503	\$ 4,420
17	Printing and Reproduction			\$ 75	\$ 110	\$ 145	\$ 170	\$ 500
18	Insurance			\$ 198	\$ 290	\$ 383	\$ 449	\$ 1,320
19	Staff Training & Recruitment			\$ 1,020	\$ 1,496	\$ 1,972	\$ 2,312	\$ 6,800
20	Staff Travel-(Local & Out of Town)			\$ 300	\$ 700	\$ 700	\$ 1,000	\$ 2,700
21	Rental of Equipment			\$ 1,000	\$ 2,000	\$ 7,000	\$ 8,000	\$ 18,000
22	CONSULTANTS/SUBCONTRACTOR DESCRIPTIVE TITLE							
23								
24								
25	OTHER							
26	RFA Training (Space-CPR-Childcare)						\$ 16,200	\$ 16,200
27	Accounting			\$ 600	\$ 880	\$ 1,160	\$ 1,360	\$ 4,000
28	Computer Support			\$ 525	\$ 770	\$ 1,015	\$ 1,190	\$ 3,500
29	Dues & Memberships			\$ 258	\$ 378	\$ 499	\$ 585	\$ 1,720
30	Family Recruitment			\$ 4,000				\$ 4,000
31	Accreditation			\$ 165	\$ 242	\$ 319	\$ 374	\$ 1,100
32	Support Services					\$ 2,000		\$ 2,000
33								
34	TOTAL OPERATING EXPENSE							
35				\$ 12,644	\$ 13,470	\$ 23,899	\$ 41,847	\$ 91,860
36	HSA #3							

**HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY
 BY PROGRAM**

	A	B	C	D	E	F
1						
2						
3						
4						
5	Family Builders By Adoption		07/01/16 - 06/30/19			
6						
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod. _____ No. of Mod. _____					
9	Program: Adoption and Permanency Services					
10	Budget Reference Page No.(s)					Annual Total
11	Program Term	Recruitment	Coaching	Counseling	RFA	7/1/18-6/30/19
12	Expenditures					
13	Salaries & Benefits	\$ 72,048	\$ 106,103	\$ 137,078	\$ 167,911	\$ 483,140
14	Operating Expense	\$ 12,644	\$ 13,470	\$ 23,899	\$ 41,847	\$ 91,860
15	Subtotal	\$ 84,692	\$ 119,573	\$ 160,977	\$ 209,758	\$ 575,000
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$ -	\$ -	\$ -	\$ -	\$ -
18	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
19	Total Expenditures	\$ 84,692	\$ 119,573	\$ 160,977	\$ 209,758	\$ 575,000
20	HSA Revenues					
21	General Fund	\$ 76,223	\$ 22,719	\$ 30,585	\$ 39,854	\$ 169,381
22	State		\$ 53,808	\$ 72,440	\$ 92,294	\$ 218,542
23	Federal CFDA #93.556	\$ 8,469				\$ 8,469
24	Federal CFDA #93.658					
25	Federal CFDA #93.645		\$ 43,046	\$ 57,952	\$ 77,610	\$ 120,656
26						\$ 57,952
27						
28						
29	TOTAL HSA REVENUES	\$ 84,692	\$ 119,573	\$ 160,977	\$ 209,758	\$ 575,000
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues					
37						
39	Prepared by: Jill Jacobs	Telephone No.: 510-272-0204	Date: 9-2-16			
40	HSA-CO Review Signature: _____					
41	HSA #1					



Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Family Builders By Adoption										
5	Program: Adoption and Permanency Services										
6											
7											
8											
9											
10											
11											
12											
13	POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	For HSA Program % FTE	Adjusted FTE	For DHS Program Budgeted Salary	Recruitment	Coaching	Counseling	RFA	Annual Total 7/1/18-6/30/19
14	Community Liaison	\$42,000	100%	100%	100%	\$ 42,000	\$ 42,000				\$ 42,000
15	Sr. Social Worker-Permanency	\$69,412	100%	75%	75%	\$ 52,059		\$ 10,412		\$ 41,647	\$ 52,059
16	Social Worker-Permanency	\$56,503	100%	100%	100%	\$ 56,503		\$ 11,300		\$ 45,203	\$ 56,503
17	Social Worker-Permanency	\$54,857	100%								
18	RFA Assessment Worker	\$61,706	100%	75%	75%	\$ 46,280				\$ 46,280	\$ 46,280
19	RFA Trainer	\$45,000	100%	57%	57%	\$ 25,650				\$ 25,650	\$ 25,650
20	Hourly Social Workers	\$25,000				\$ 25,000				\$ 25,000	\$ 25,000
21	Program Coordinator	\$76,385	100%	70%	70%	\$ 53,470	\$ 3,820	\$ 45,830		\$ 3,820	\$ 53,470
22	Program Administrator	\$85,585	85%	22%	20%	\$ 14,931	\$ 1,232	\$ 1,808	\$ 2,383	\$ 9,508	\$ 14,931
23	Executive Director	\$138,000	100%	22%	20%	\$ 27,600	\$ 4,140	\$ 6,072	\$ 8,004	\$ 9,384	\$ 27,600
24	Finance Director	\$85,000	100%	22%	20%	\$ 17,000	\$ 2,550	\$ 3,740	\$ 4,930	\$ 5,780	\$ 17,000
25	Office Manager	\$45,895	100%	22%	20%	\$ 9,179	\$ 1,377	\$ 2,019	\$ 2,662	\$ 3,121	\$ 9,179
26	Accounting/Data Clerk	\$44,320	100%	22%	20%	\$ 8,865	\$ 1,330	\$ 1,950	\$ 2,571	\$ 3,014	\$ 8,865
27											
28											
29	TOTALS		11.85	5.87	5.77	\$ 378,537	\$ 56,449	\$ 83,131	\$ 107,400	\$ 131,557	\$ 378,537
30											
31	FRINGE BENEFIT RATE										
32	EMPLOYEE FRINGE BENEFITS					\$ 104,603	\$ 15,599	\$ 22,972	\$ 29,678	\$ 36,354	\$ 104,603
33											
34											
35	TOTAL SALARIES & BENEFITS					\$ 483,140	\$ 72,048	\$ 106,103	\$ 137,078	\$ 167,911	\$ 483,140

80

	A	B	C	D	E	F	G	H	
								Recruitment	Coaching
1									
2									
3									
4	Family Builders By Adoption								
5	Program: Adoption and Permanency Services								
6									
7									
8									
9									
10									
11									
12	Expenditure Category								
13	Rental of Property			\$ 3,045	\$ 4,466	\$ 5,887	\$ 6,902	\$ 20,300	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$ 795	\$ 1,166	\$ 1,537	\$ 1,802	\$ 5,300	
15	Office Supplies, Postage			\$ 663	\$ 972	\$ 1,282	\$ 1,503	\$ 4,420	
16	Building Maintenance Supplies and Repair			\$ 75	\$ 110	\$ 145	\$ 170	\$ 500	
17	Printing and Reproduction			\$ 198	\$ 290	\$ 383	\$ 449	\$ 1,320	
18	Insurance			\$ 1,020	\$ 1,496	\$ 1,972	\$ 2,312	\$ 6,800	
19	Staff Training & Recruitment			\$ 300	\$ 700	\$ 700	\$ 1,000	\$ 2,700	
20	Staff Travel-(Local & Out of Town)			\$ 1,000	\$ 2,000	\$ 7,000	\$ 8,000	\$ 18,000	
21	Rental of Equipment								
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE								
23									
24									
25	OTHER								
26	RFA Training (Space-CPR-Childcare)						\$ 16,200	\$ 16,200	
27	Accounting			\$ 600	\$ 880	\$ 1,160	\$ 1,360	\$ 4,000	
28	Computer Support			\$ 525	\$ 770	\$ 1,015	\$ 1,190	\$ 3,500	
29	Dues & Memberships			\$ 258	\$ 378	\$ 499	\$ 585	\$ 1,720	
30	Family Recruitment			\$ 4,000				\$ 4,000	
31	Accreditation			\$ 165	\$ 242	\$ 319	\$ 374	\$ 1,100	
32	Support Services					\$ 2,000		\$ 2,000	
33									
34	TOTAL OPERATING EXPENSE								
35				\$ 12,644	\$ 13,470	\$ 23,899	\$ 41,847	\$ 91,860	
36	HSA #3								

61