



London Breed, 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: NOELLE SIMMONS, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JNT*

DATE: AUGUST 17, 2018

SUBJECT: GRANT MODIFICATION: **FIVE KEYS CHARTER SCHOOLS**
(NON-PROFIT) TO PROVIDE ACADEMIC SUPPORT SERVICES TO
CAL-LEARN CLIENTS

	<u>Current</u>	<u>Modification</u>
GRANT TERM:	7/1/15 – 6/30/18	7/1/18 – 6/30/19

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
TOTAL AMOUNT:	\$73,770	\$18,191	\$91,961	\$9,196	\$101,157

	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY18/19</u>
ANNUAL AMOUNT:	\$23,985	\$24,585	\$25,200	\$18,191

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Funding Source	\$9,196		\$82,765	\$9,196	\$101,157
FUNDING PERCENTAGE:	10%		90%		100%

The Department of Human Services (DHS) requests authorization to renew and modify the grant agreement with FIVE KEYS CHARTER SCHOOLS to provide Academic Support Services to Cal-Learn Clients for the period of July 1, 2018 to June 30, 2019, in an additional amount of \$18,191 plus a 10% contingency for a total grant amount not to exceed \$101,157. The purpose of the grant is to provide academic support services to pregnant and parenting teens who are students in the Cal-Learn program. The proposed renewal modification will adjust grant terms to reflect projected service utilization and extend the agreement one final year.

Background

Cal-Learn is California’s mandated welfare reform program for pregnant and parenting custodial teens who are receiving TANF benefits. The program provides comprehensive case management and linkages to a wide range of supportive services including counseling, medical care, nutrition, job counseling,

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housing, legal services and child development/parenting education. Cal-Learn is administered by the Department's CalWORKS staff.

Many of the teens involved in these programs require extensive academic assistance. Some of the teens are struggling academically in high school or junior high school and require assistance to stay in school. Some require assistance in planning for academic/work life after graduation. Some have left the school system and need support to obtain their General Educational Development (GED) degree. Some are out of school and require assistance to re-enroll in the San Francisco Unified School District (SFUSD) or in other academic/vocational programs.

Services to be Provided

The Grantee will assess each student's educational needs and determine an appropriate service plan. The Grantee will provide the following individual (one-to-one) and/or small group services as appropriate:

- Transcript evaluation
- Educational counseling
- GED/HSE assessment, planning and academic support
- Independent GED instruction
- Assistance with enrollment or re-enrollment into SFUSD schools and/or other educational programs
- Assistance with obtaining Special Education services
- Assistance with college applications and other post-secondary educational programs
- Assistance with financial aid applications

Grantee will also provide case manager consultation and guidance as it relates to development/achievement of their clients' educational goals, in-service training on topics related to education, the GED/HSE, and other academic issues, and orientations for new case managers.

Services will be provided on-site at the various Five Keys sites throughout San Francisco, at 170 Otis Street, and at Hilltop School, with a flexible daily schedule as needed to accommodate the client.

Selection

Grantee was selected through Informal Bid #643, which was competitively bid in April 2015. These services will be re-procured January 2019.

Funding

Funding for this grant is provided by approximately 90% Federal funds and 10% County funds (CalWORKS.)

ATTACHMENTS

- Appendix A-1 – Services to be Provided
- Appendix B-1 – Program Budget

APPENDIX A-1 – Services to be Provided

**FIVE KEYS CHARTER SCHOOLS (FKCS)
CAL-LEARN ACADEMIC SUPPORT (CLAS)**

July 1, 2015 to June 30, 2019

I. Purpose

The purpose of this program is to provide a voluntary academic support services program to pregnant and parenting teens who are students in the Cal-Learn program. This program will facilitate academic success through services that include but are not limited to educational counseling, academic assessment, independent instruction, resource referrals, consulting services and administrative assistance.

II. Definitions

Cal-Learn	State mandated program for pregnant and parenting teens on cash aid to promote positive parenting, healthy lifestyles, and school attendance
CCSF	City College of San Francisco
Client	Client will be either a pregnant and/or parenting teen in the Cal-Learn program.
Grantee	Five Keys Charter Schools (FKCS)
HSE	High School Equivalency
SFDHS	San Francisco Department of Human Services
GED	General Educational Development
SFUSD	San Francisco Unified School District
TANF	Temporary Assistance to Needy Families, the new welfare eligibility program that has replaced Aid to Families with Dependent Children (AFDC).
SOGI	Sexual Orientation and Gender Identity Data
Launchpad	Client tracking system used by HSA
ZixCorp	An Email Encryption and Email Data Loss Prevention system

III. Target Population

The target population for this grant is pregnant and parenting teens who are enrolled in the SFHSA Cal-Learn Program of the Human Services Agency. Participants who exit out of Cal-Learn without a GED or high school diploma are also eligible to continue receiving services under this grant as long as they are receiving CalWORKs in San Francisco. There are approximately 10-15 San Francisco youth participating in the Cal-Learn program.

- A. Participation will be voluntary; Cal-Learn teen students will self-select or will be referred for services through their assigned case manager.
- B. Focus will be devoted to out of school teenage Cal-Learn clients, especially those who need specialized assistance to enroll or re-enroll in SFUSD or other educational programs, students who need support in order to earn their high school diploma or obtain their GED/HSE, and those students in 11th and 12th grade who are at risk of not graduating or dropping out due to truancy or academic challenges.

IV. Description of Services

- A. Grantee will accept all clients referred by Case Managers for academic support services.
- B. Grantee will assess each Client's educational needs and determine an appropriate service plan.
- C. Grantee must have knowledge of and be able to administer and interpret a variety of standardized tests and other academic assessment tools.
- D. Grantee will provide the following individual (one-to-one) and/or small group services as appropriate:
 - 1. Transcript evaluation and diploma planning
 - 2. Identify, administer and interpret appropriate standardized tests
 - 3. GED assessments, planning and/or preparation
 - 4. Identification of Math, Reading and/or Writing deficiencies and development of academic prescriptions/realistic plans
 - 5. Direct academic instruction, as needed.
 - 6. Identification/diagnosis of barriers to academic success, e.g., special education, illiteracy, environment, family, language, inadequate test-taking skills and application of appropriate educational therapy
 - 7. Assistance with obtaining special education services, interpretation of individual educational plans, and/or mediation services
 - 8. Assistance with enrollment or re-enrollment into SFUSD schools, CCSF, and/or other educational programs
 - 9. Academic counseling
 - 10. Assistance with college and financial aid applications

11. In-service staff (case manager) trainings on topics related to education

- E. Grantee will provide consultation to case managers related to their educational and vocational service planning for clients.
- F. Grantee will maintain records of program and participant's activities, to include statistics and socio-demographic information.
- G. Grantee will attend Cal-Learn meetings and other meetings as requested by SFDHS.
- H. Grantee will complete reports as required by SFDHS.
- I. Grantee will provide all assessment/instructional materials, equipment and other supplies necessary to carry out the services.

V. Location and Time of Services

Services will be provided on-site at the various Five Keys sites throughout San Francisco, and 170 Otis Street, and at Hilltop School, with a flexible daily schedule as needed to accommodate the client.

Active partner learning centers/sites include:

- SF Sheriff's Department Community Programs | PREP
70 Oak Grove St, San Francisco CA 94107 | Phone: (415) 734-3310
- Arriba Juntos
1850 Mission St, San Francisco, CA 94103 | Phone: (415) 487-3240
- Bayview YMCA / C.A.R.E. (17-19 years old only)
1601 Lane Street, San Francisco, CA 94124 | Phone: (415) 822-7728
- Community Assessment and Services Center | CASC
564 6th Street, SF, CA 94103 | Phone: (415) 489-7313
- The ECS Adult Education Center
165 8th Street, San Francisco, CA 94103 | Phone: (415) 487-3727
- Homeless Prenatal Program | HPP (Childcare available)
2500 18th St, San Francisco, CA 94110 | Phone: (415) 546-6756
- Human Services Agency, Mission Career Link Center
3120 Mission St, San Francisco, CA 94110 | Phone: (415) 308-1689
- Mission Economic Development Agency | MEDA
2301 Mission Street, Suite 301, San Francisco, CA 94110 | Phone: (415) 308-1689
- Southeast Community Campus, City College of San Francisco
1800 Oakdale Ave, San Francisco, CA 94124 | Phone: (415) 821-2400
- Visitacion Valley Neighborhood Access Point
1099 Sunnydale Ave, San Francisco, CA 94134 | Phone: 415-308-1689

- Women's Resource Center | WRC (Women and female-transgender population only)
930 Bryant Street, San Francisco, CA 94103 | Phone: (415) 734-3150

VI. Service Objectives

On an annual basis, the Grantee will meet the following Service Objectives:

- A. The Grantee shall provide individual and or small group services to approximately 15 referred clients for each academic year, creating an education plan for each student enrolled. Reporting of this objective will include a detailed breakdown of clients and services provided, as described in Section VIII.
- B. The Grantee shall provide a minimum of 2 group in-service staff trainings for the academic year. The grantee may use other professional presenters/facilitators as deemed appropriate.
- C. The Grantee shall provide case managers with a minimum of 4 case consultations in reference to clients with special challenges and academic needs or extenuating circumstances that prevent them from academic achievement per year.
- D. The Grantee shall maintain approximately 10-20 service plans each month for the target population.
- E. The Grantee shall collect a participant satisfaction survey each quarter, or at the end of service, for each participant referred.

VII. Outcome Objectives

On an annual basis, the Grantee will meet the following Outcome Objectives:

- A. 75% of the participants utilizing the service will rate their average satisfaction at 3 or better on a scale of 1 - 5 on the Participant Satisfaction Survey.
- B. 100% of the HSA Cal Learn case managers will complete an End of Contract Year assessment on the impact of services for their educationally active participants provided by the Academic Support Program under this Grant. 75% of the case managers who utilized the service and completed the End of Contract Year assessment will rate the Grantee at 3 or better on a scale of 1 - 5 on the impact of services.
- C. Overall, 75% of the participants utilizing the service will participate 20 hours per week and make satisfactory progress towards their academic goals (including passing HSE, GED, passing subtests, earning academic credits, applications to college, etc.).
- D. 15% of the participants enrolled in the program will complete their educational plan as developed between the educational consultant and student and obtain a high school diploma, GED, or equivalent.
- E. Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

VIII. Reporting Requirements

- A. Grantee will provide a monthly aggregate report of activities, referencing the tasks as described in Section VI & VII - Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee will provide an annual report summarizing the grant activities, referencing the tasks as described in Section VI & VII - Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. Other Reports:
 1. Provide monthly Progress Reports to the Cal-Learn Case Manager indicating if the Cal Learn student participating with Five Keys has a minimum of 20 hours per week classroom and homework time, and has satisfactory progress for that month with a GPA of 2.0 or higher.
 2. Quarterly and Annual Detailed Statistical Report of services provided for each client. Report must breakdown the status of the client (e.g., GED participant, grade-level), referral status, the service(s) needed (see Section IV.D. for examples of services) according to the individual service plan, and the service(s) provided in the quarter and year-to-date totals. SFDHS Program Manager must approve this report prior to first use.
 3. End of Contract Year Case Manager Service Assessments Results
 4. Participant Satisfaction Survey Results
 5. Aggregate report by service referral types
- D. Grantee will provide Ad Hoc reports as required by the Department.
- E. For assistance with reporting requirements or submission of reports, contact:

David.Flores@sfgov.org

Principal Administrative Analyst, Office of Contract Management

or

Eva.Iraheta@sfgov.org

Program Monitor, Welfare to Work Division

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up 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, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name: Five Keys Schools and Programs

Term: 07/01/2015 - 06/30/2019

(Check One) New Renewal Modification X

If modification, Effective Date of Mod: 7/1/18 No. of Mod: 1

Program: Cal-Learn								
Budget Reference Page No.(s)	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/18-6/30/2019	Total			
Expenditures								
Salaries & Benefits	\$23,985	\$24,585	\$25,200	\$16,538	\$90,308			
Operating Expense	\$23,985	\$24,585	\$25,200	\$16,538	\$90,308			
Subtotal								
Indirect Percentage (%)				10%				
Indirect Cost (Line 16 X Line 15)				\$1,654	\$1,654			
Capital Expenditure								
Total Expenditures	\$23,985	\$24,585	\$25,200	\$18,191	\$91,961			
HSA Revenues								
General Fund	\$2,399	\$2,459	\$2,520	\$1,819	\$9,197			
Federal CFDA 93.558	\$21,586	\$22,126	\$22,680	\$16,372	\$82,764			
TOTAL HSA REVENUES	\$23,985	\$24,585	\$25,200	\$18,191	\$91,961			
Other Revenues								
Total Revenues	\$23,985	\$24,585	\$25,200	\$18,191	\$91,961			
Full Time Equivalent (FTE)	0.3							

Prepared by: Dorick Scarpelli

Telephone No.:

HSA-CO Review Signature:

HSA #1



Salaries & Benefits Detail

POSITION TITLE	Agency Totals		For HSA Program			7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/2018-6/30/2019	Total
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary		
Transitional Youth Coordinator	\$60,000	100%	30%	30%	\$18,585	\$19,770				38,355
Contracts and Assessment Specialist	\$49,000	100%	20%	25%			\$19,770	\$12,250		32,020
TOTALS	\$109,000	2.00	0.50	0.55	\$18,585	\$19,770	\$19,770	\$12,250		70,375
FRINGE BENEFIT RATE	35%									
EMPLOYEE FRINGE BENEFITS	\$38,150				\$5,400	\$4,815	\$5,430	\$4,288		19,933
TOTAL SALARIES & BENEFITS	\$147,150				\$23,985	\$24,585	\$25,200	\$16,538		90,308

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