



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

DATE: SEPTEMBER 21, 2018

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

GRANT TERM:	<u>Current</u> 9/1/15 – 10/31/18	<u>Modification</u> 11/1/18 – 10/31/19	<u>Revised</u> 9/1/15 – 10/31/19		
GRANT AMOUNT:	<u>Current</u> \$1,661,062	<u>Modification</u> \$121,800	<u>Revised</u> \$1,782,862	<u>Contingency</u> \$178,286	<u>Total</u> \$1,961,148
ANNUAL AMOUNT:	<u>FY15/16</u> \$520,000	<u>FY16/17</u> \$520,000	<u>FY17/18</u> \$621,062	<u>FY18/19</u> \$121,800	
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$0	\$121,800	\$0	\$178,286	\$1,961,148
PERCENTAGE:	0%	100%	0%		

The Department of Human Services (DHS) requests authorization to modify the existing grant agreement with Child and Family Policy of Institute of California (CFPIC) for the period of November 1, 2018 to October 31, 2019, in an amount of \$121,800 plus a 10% contingency for a total amount not to exceed \$1,961,148. The purpose of the modification is to continue to provide fiscal agent services to a contracted consultant (Mathematica Policy Research) on behalf of the County Welfare Directors Association of California (CWDA) in support of the CalWORKs Strategic Initiative, also known as CalWORKs 2.0. The \$121,800 of CalWORKs funding that will be used to fund this grant modification is specially allocated to the City and County of San Francisco to fund this work.

Background

CWDA is a non-profit association representing the human services directors of California's 58 counties. In each of the last three fiscal years (FY16 through FY18), the CWDA Board of Directors authorized an appropriation of approximately \$500,000 per year to support 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 (Mathematica Policy Research) to develop a package of research-informed tools, training curricula, practice guides and online learning resources for use by the 58 counties. Those deliverables are now complete, and counties have begun using the materials to align their practice to the CalWORKs 2.0 model.

In August 2018, the CWDA Board of Directors authorized a new allocation of state funding to retain the services of Mathematica to support the sustainability of the initiative through ongoing provision of training and implementation support to counties.

Services to be Provided

Under this modification, on behalf of CWDA, CFPIC will provide ongoing fiscal agent services to a consultant, Mathematica Policy Research, which will deliver ongoing training support to the 58 counties. CFPIC deliverables for the grant modification are as follows:

Fiscal Agent Services

- A. Act as the fiscal agent for the contract with Mathematica Policy Research.
- B. Amend its existing contract with Mathematica Policy Research to add the selected technology sub-contractor and modify the scope and budget of the contract as appropriate.
- C. Submit written monthly progress reports to SFHSA.
- D. Monitor spending against the contract with Mathematica, submit monthly invoices to SFHSA for payment and remit timely payments to subgrantee.

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).

Funding

This grant modification is entirely state-funded through the CalWORKs Single Allocation. The City and County of San Francisco receives a specified supplement to its base Single Allocation amount in order to fund this statewide work.

ATTACHMENTS

Appendix A-3 – Services to be Provided

Appendix B-2 – Budget

Appendix A-3
Services to be Provided
Child & Family Policy Institute of California
9/1/2015 – 10/31/2019
(modified 9/4/18)

I. Purpose of Grant

The purpose of the grant modification is to provide fiscal agent services on behalf of the County Welfare Directors Association of California (CWDA) to a team of consultants competitively selected to lead 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
Grantee	Child & Family Policy Institute of California
Subgrantee	Mathematica Policy Research, the successful bidder in a competitive process conducted to seek a lead consultant for the CalWORKs Strategic Initiative.
Executive Steering Committee	Oversight entity for the CalWORKs Strategic Initiative comprised of staff and members of the County Welfare Directors Association of California (CWDA).

III. Target Population

The ultimate objective of this grant is to improve services provided by public social services agencies to the approximately 1.2 million CalWORKs recipients in the 58 California counties.

IV. Description of Services

Grantee shall provide the following fiscal agent services during the extension period of this grant (11/1/18 – 10/31/19):

Fiscal Agent Services

On behalf of CWDA, Grantee will:

- A. Act as the fiscal agent for the contract with Subgrantee.
- B. Update its existing contract with Subgrantee to add the competitively-selected technology subcontractor, modify the scope of work and revise the budget as appropriate.
- C. Submit written monthly progress reports to CWDA and SFHSA.
- D. Monitor spending against the contract with Subgrantee, submit monthly invoices to SFHSA 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.

VI. Deliverables

Grantee shall enter into a contract with the Subgrantee that specifies the following deliverables for the extended grant term (11/1/18 – 10/31/19). Details of proposed deliverables are subject to modification based on negotiations between Grantee and Subgrantee.

Task 1: Management and Communication

- 1.1 Weekly communication within team
- 1.2 Monthly progress reports to Client
- 1.3 Monthly internal project management
- 1.4 Contract modifications

Task 2: Strategic Planning

- 2.1 Regular planning with Client
- 2.2 Regular planning with the Executive Steering Committee
- 2.3 Presentations to CWDA Board of Directors (as requested)
- 2.4 Recommend policy changes and resources needed
- 2.5 Revised work plan
- 2.6 Sustainability planning

Task 3: Consult on Development of Automated Tools and Reports

- 3.1 Consult with CWDA, county staff and other relevant partners on the development of a software platform to support county implementation of CalWORKs 2.0

Task 4: Training and Implementation Support

- 4.1 Facilitate trainings for county management, administrative and frontline staff
- 4.2 Intensive implementation technical assistance

Task 5: County Learning Community

- 5.1 CalWORKs Next Generation Website
- 5.2 Electronic library of CalWORKs 2.0 resources
- 5.3 CalWORKs 2.0 Newsletter series
- 5.4 CalWORKs 2.0 Webinar series
- 5.5 County peer sharing online forum

Task 6: Evaluation and Performance Metrics

- 6.1 Formalization of progress measurement concepts integrated into CalWORKs 2.0 tools and resources that align with CalOARs determinations at the state level
- 6.2 Inform adoption of uniform elements of Site Improvement Plan/ Peer reviews (from CalOAR legislation)
- 6.3 Fidelity assessment

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 a final 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:

Judy.Ng@sfgov.org

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.

	A	B	C	D	E	F
1	Appendix B-2, Page 1					
2	Document Date: 9/4/18					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Vendor:				Term	
6	Child and Family Policy Institute of California				9/1/15 - 10/31/19	
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
8	If modification, Effective Date of Mod: 11/1/2018			No. of Mod. 3		
9	Program: CalWORKs Strategic Initiative					
10	Budget Reference Page No.(s)					Total
11	Program Term	9/1/15-8/31/16	9/1/16-10/31/17	11/1/17-10/31/18	11/1/18-10/31/19	9/1/15-10/31/19
12	Expenditures					
13	Salaries & Benefits	\$0	\$0	\$0	\$0	\$0
14	Operating Expense	\$500,000	\$500,000	\$596,035	\$116,000	\$1,712,035
15	Subtotal	\$500,000	\$500,000	\$596,035	\$116,000	\$1,712,035
16	Indirect Percentage (%)	4.00%	4.00%	4.20%	5.00%	
17	Indirect Cost (Line 16 X Line 15)	\$20,000	\$20,000	\$25,027	\$5,800	\$70,827
18	Capital Expenditure	\$0	\$0	\$0	\$0	\$0
19	Total Expenditures	\$520,000	\$520,000	\$621,062	\$121,800	\$1,782,862
20	HSA Revenues					
21	CalWORKs Single Allocation	\$520,000	\$520,000	\$621,062	\$121,800	\$1,782,862
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$520,000	\$520,000	\$621,062	\$121,800	\$1,782,862
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$520,000	\$520,000	\$621,062	\$121,800	\$1,782,862
37	Full Time Equivalent (FTE)					
39	Prepared by:	Telephone No.:			Date	
40	HSA-CO Review Signature:	_____				
41	HSA #1					

